



GOVERNOR OF MISSOURI  
JEFFERSON CITY  
65102

JEHEMIAH W. LAYTON  
GOVERNOR

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SECRETARY OF STATE  
COMMISSIONS DIVISION  
P.O. Box 720  
65703 751-0222

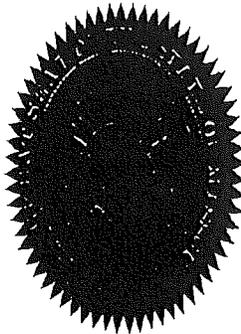
December 20, 2013

The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Agriculture dated November 5, 2013, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*[Signature]*  
GOVERNOR

12-20-2013

DATE

ATTEST:

*[Signature]*  
SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)

APPENDIX C — DEPARTMENTAL PLANS



DEPARTMENT of AGRICULTURE  
STATE OF MISSOURI  
JEFFERSON CITY

JEREMIAH W. (JAY) NIXON  
GOVERNOR

*Serving, promoting and protecting the agricultural producers, processors  
and consumers of Missouri's food, fuel and fiber products.*

HARRY D. ROZOLAN  
ACTING DIRECTOR

November 5, 2013

Mr. Doug Nelson  
Commissioner of Administration  
State Capitol, Room 185  
P.O. Box 809  
Jefferson City, Missouri 65102

Dear Commissioner:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached plan for the Department of Agriculture. In short, the Department of Agriculture has made one change since its most recent submission. The revised plan reflects a change made by the General Assembly in 2013 by the passage of House Bill 28 that statutorily mandated that all powers, duties, and functions of the Land Survey Program within the Department of Natural Resources are transferred to the Department of Agriculture.

Please find the attached department plan, organizational chart, and executive salary schedule submitted for your approval.

Sincerely,

MISSOURI DEPARTMENT OF AGRICULTURE

  
Harry Bozenant  
Acting Director

**MISSOURI DEPARTMENT OF AGRICULTURE**

DEPARTMENTAL PLAN  
November 2013

**MISSION**

The mission of the Missouri Department of Agriculture is to serve, promote and protect the agricultural producers, processors and consumers of Missouri's food, fuel and fiber products.

**INTERNAL ORGANIZATION**

The Missouri Department of Agriculture represents the diverse interests of the state's vast agricultural industry. The Department has the dual responsibility of protecting the state's producers, processors, distributors and consumers of food, fuel and fiber, while marketing Missouri's food and agricultural products at home and abroad. The Department was originally established by Senate Bill 42, passed in 1933. Its current constitutional authority is Article IV, Section 35, and its statutory authority is RSMo. Chapter 261.

**OFFICE OF DIRECTOR**

The Missouri Department of Agriculture is managed by a Director who is appointed by the Governor and confirmed by the Senate. The Director determines Department policy, oversees the Department's five divisions and serves as a liaison to the Governor, state legislators, the agriculture community and the public.

The Director is a standing member of the State Milk Board, the State Fair Commission, the Missouri Soil and Water Districts Commission, the Missouri Development Finance Board, the Missouri Petroleum Storage Tank Insurance Fund and the Missouri Agricultural and Small Business Development Authority.

The Deputy Director is responsible for coordination of activities of the division directors and manages the day-to-day operations of the Department. The Deputy Director acts on behalf of the Director in his/her absence.

Housed within the Office of the Director are the Department's administrative and support functions: fiscal, grants management, human resources, strategic communications, budget, general counsel, legislative and policy and planning.

The Director's Office is also responsible for the surveillance of foreign ownership of Missouri's agricultural farmland (RSMo Chapter 442) and for administering the provisions of RSMo. Chapter 350, relating to corporate farm registration.

**AGRICULTURE BUSINESS DEVELOPMENT DIVISION**

The Agriculture Business Development Division creates opportunities for success for Missouri's farmers and agribusinesses. Division staff help facilitate growth in Missouri's agriculture-based businesses by providing business counselling, information and training on a sector-by-sector basis.

Areas of specialization include capitalization, business planning, marketing, industry development, product and brand development and organizational structures. The Division also helps facilitate growth in Missouri's agriculture-based industries by working with key players such

as universities, associations, private sector partners and federal and state agencies to aid in the growth of each sector.

#### **AgriMissouri**

AgriMissouri is a branded program designed to grow the demand for agricultural products raised and processed in Missouri. The program represents farmers, agribusinesses and farmers' markets statewide and plays a key role in increasing consumer recognition of Missouri's agricultural products through retail, restaurant and foodservice channels.

#### **Agriculture Marketing Program**

The Agriculture Marketing Program focuses on both domestic and international marketing. Department specialists work with specific industry representatives or groups to establish marketing opportunities and promote Missouri commodities here and abroad.

Through providing one-on-one assistance to producers interested in production, marketing or processing their commodities in new ways, the marketing personnel enhance farm profitability through innovations in technology and marketing and promotions of value-added agriculture.

The Division's international marketing specialists work worldwide to sell Missouri agricultural products. The program has an international office in Taiwan and works with the Department of Economic Development's offices across the world. In addition, the program manages an agricultural trade office in Taipei, Taiwan and Shanghai, China and works with other state offices and representatives in the United Kingdom, Mexico and Japan.

#### **Farmers' Markets/Specialty Crops**

Consumers demand high quality and fresh products at Missouri's more than 160 farmers' markets. To increase awareness for Missouri markets, this program works one-on-one with farmers' markets to ensure safe and abundant fresh products. Farmers marketing fresh products today request knowledge about food safety and distribution regulation, freshness preservation, marketing and production cycles. This program assists both markets and growers in statewide marketing and promotional efforts to increase the consumption of specialty crops.

#### **Market News**

Market News provides an unbiased, reliable, accurate and timely source for livestock and grain market news to remain competitive and assist them in making wise and profitable marketing decisions. It also guides producers in production planning and provides a more even playing field in the marketplace. Market News staff report prices from 33 livestock auctions and 28 grain markets in Missouri. Daily market figures are published online and through the Weekly Market Summary.

#### **Outreach**

The Market Outreach Program works to position the Department as a state and national leader in providing information and outreach to both agriculture and non-agriculture audiences. The program works to increase consumer's knowledge of the economic, historical and social value of agriculture. Outreach staff work with Missouri youth, encouraging them to pursue agricultural degrees and careers through the Missouri Agribusiness Academy, the Missouri Livestock Grading and Judging Contest, Building Our American Communities grants and educational scholarships. In addition, Outreach serves as a liaison with Missouri agricultural commodity associations, publishes current commodity group contact information, coordinates commodity merchandising council elections and prepares official proclamations.

**ANIMAL HEALTH DIVISION**

The Division of Animal Health, under the direction of the state veterinarian, promotes and protects Missouri's diverse and dynamic livestock industry. The assistance and oversight provided by the Division's programs ensure greater market access for Missouri's livestock and companion animal industries.

Animal agriculture accounts for about half of Missouri's annual agriculture cash receipts. The Division administers laws and programs designed to control and eradicate livestock disease and to maintain and enhance the integrity of the state's animal industries. This includes both mandatory and voluntary regulatory programs for beef and dairy cattle, horses, swine, poultry, sheep, goats, exotic and companion animals.

The state's progress in national disease control and eradication is due to the cooperative efforts of livestock producers, markets, practicing veterinarians, other agencies and animal health staff. Through these cooperative efforts, Missouri has achieved bovine Tuberculosis and Brucellosis Free status, swine Pseudorabies stage V status and avian Pullorum-Typhoid Clean status. In addition, the Division operates two state-of-the-art diagnostic laboratories in Jefferson City and Springfield.

**AgriSecurity**

The Animal Health Division works to safeguard the livestock industry and the public against the threat of bioterrorist attacks. In addition, the Division informs cattle producers of quality assurance targeting breeding and cow herd management, increases awareness and understanding of environmental issues affecting production agriculture, presents marketing and food safety programs to small poultry producers and inspects Missouri meat processors to supplement existing USDA inspections.

**Animal Care Facilities**

Missouri is one of very few states which regulate companion animals. The Animal Care Facilities Act Program (ACFA) became law on August 28, 1992 to ensure dogs and cats, specifically those under the care of breeders, dealers, animal shelters, rescue operations and municipal pounds, receive adequate health care, shelter, and proper socialization. The ACFA law, designed to benefit both the animals and the pet industry, requires any animal shelter, pound or dog pound, boarding kennel, commercial kennel, contract kennel, pet shop, exhibition facility, dealer or commercial breeder to be licensed and inspected annually.

**Branding Cattle**

Branding is one of the oldest and best ways to permanently identify livestock. It serves as an excellent safeguard against livestock theft, loss or dispute. Legislation passed in 1971 made the Missouri Department of Agriculture responsible for registering livestock brands. Brands must be recorded as required by Missouri's Marks and Brands of Animals Law to prove ownership and be considered legal evidence in a court of law.

**GRAIN INSPECTION AND WAREHOUSING DIVISION**

The Grain Inspection and Warehousing Division is comprised of two programs that administer the Missouri Grain Warehouse Law, the Missouri Grain Dealer Law and the United States Grain Standards Act. These laws promote and protect commerce in the interest of grain producers, merchandisers, warehousemen, processors and consumers. They also promote a

uniform official inspection system for the orderly marketing of grain. This Division also collects and disburses funds for nine commodity merchandising programs.

#### Grain Inspection Services Program

The Grain Inspection Services Program is designated to officially inspect, grade and weigh all grains that have standards established under the United States Grain Standards. The program provides four primary services:

- (1) official sampling to take a representative sample of grain from a particular lot;
- (2) official inspection to determine and certify the type, class, quality or condition of grain;
- (3) weighing certification to supervise the loading, unloading and weighing containers of grain; and
- (4) chemical analysis to determine the protein or oil content of grain and to determine the existence of mycotoxins in grain.

Services are provided at inspection offices in Kansas City, Vandalia, Marshall, New Madrid and St. Joseph.

#### Grain Regulatory Services Program

The Grain Regulatory Services Program protects the public interest by auditing grain warehouses and grain dealers to determine grain obligations and financial solvency. The program enforces Missouri's Grain Warehouse and Grain Dealer laws so producers are assured of storing or merchandising their grain with licensed, bonded, reputable and financially stable grain businesses. The program annually licenses approximately 200 warehouses and 400 grain dealers and conducts more than 900 audits and investigations.

### PLANT INDUSTRIES DIVISION

The Plant Industries Division is comprised of four Bureaus, which together administer state and federal laws. These laws facilitate agricultural production and marketing and provide consumer and environmental protection for Missouri citizens by regulating animal feeds and seeds, providing necessary certifications for interstate and international shipment of agricultural and forest products, ensuring plant pest protection for crops and forests, establishing grades and standards for fresh fruits and vegetables and regulating the use of pesticides.

#### Bureau of Feed and Seed

The Bureau administers the Missouri Commercial Feed Law and the Missouri Seed Law. The feed law regulates the manufacture, distribution and labeling of commercial feed products to ensure that livestock producers and pet owners receive the feed product guaranteed. The Bureau, in partnership with the U.S. Food and Drug Administration, provides inspection reports and regulation involved with preventing Bovine Spongiform Encephalopathy (BSE) and also provides labeling assistance and investigates complaints related to animal feed.

The Bureau regulates seed products through inspecting, sampling, testing and labeling are reviewed to ensure the product meets the labeled guarantees. The Bureau cooperates with the United States Department of Agriculture's (USDA) seed regulatory and testing branch in regulating the interstate movement of seed.

#### Bureau of Pesticide Control

The Bureau administers laws for registration, distribution and use of pesticides. All pesticides sold and used in Missouri are regulated by the Missouri Pesticide Registration Act. Bureau personnel inspect pesticides for proper labeling and registration and investigate misuse. The Missouri Pesticide Use Act allows the Bureau to certify commercial, noncommercial and private applicators and public operators. The act also provides for licensing pesticide dealers and pesticide technicians.

**Bureau of Plant Pest Control**

The Bureau administers laws to control insects, plant pests and plant diseases and administers the Missouri Plant Law, which mandates controlling harmful insects, plant pests and plant diseases through surveys, quarantines, nursery and greenhouse inspections and certification. The law also enables interstate and international shipments of Missouri plants and plant products.

As a service to Missouri beekeepers, the Bureau works under the Missouri Apiculture Law to inspect and certify honey-bee colonies. These procedures are required for interstate shipment of honey-bees.

**Bureau of Integrated Pest Management**

The Integrated Pest Management (IPM) Bureau includes the Forest Resources, the Fresh Fruit and Vegetable Inspection and the IPM in Missouri Schools programs.

IPM strategies anticipate pest problems and prevent them from reaching economically damaging levels. The goal of the IPM Program is to assist producers to reduce dependence on pesticides through pest identification and surveys, adoption of improved cultural management practices, strategic control methods and when practical, the use of biological control agents. The Bureau provides oversight of grant funded programs including the IPM in Missouri Schools, Pesticide-Sensitive Crops Registry and US Forest Service pest surveys.

The Forest Resources Program is responsible for the licensure of all treated timber producers and dealers doing business within the state of Missouri. The program is also responsible for regulations governing the quality and distribution of treated wood products. The program administers the statutes involving the control and or eradication of noxious weeds as well as the appointment of Johnson Grass Control Board members in their respective counties.

The Fresh Fruit and Vegetable Inspection Program assures buyers and sellers of this highly perishable product that commodities are graded and packed to conform to established USDA standards. Shipping point inspections at the point of origin determine the quality and grade of Missouri grown produce. Terminal market inspections confirm quality and grade of produce received by Missouri wholesale purchasers for distribution to retail outlets. Both types of inspections are provided upon request and at the expense of growers, shippers, or wholesale purchasers. The program is a State/USDA Agricultural Marketing Service cooperative effort.

**Laboratory Support**

Laboratories are maintained for analytical support to the seed, treated timber and commercial feed programs and other programs.

**WEIGHTS, MEASURES & CONSUMER PROTECTION DIVISION**

As a consumer protection agency in the state, the Weights and Measure Division maintains surveillance of commercial weighing and measuring devices. The Division promotes uniformity in laws, regulations and standards to achieve equity between buyers and sellers. Sales of products and services impacted by Weights and Measures laws represent over 60 percent of U.S. gross national product totaling over \$4.5 trillion.

The Missouri Weights & Measures programs are operated in accordance with the National Institute of Standards and Technology. The Division also is a member of the National Conference on Weights and Measures, ASTM International and the National Fire Protection Association.

**Device and Commodity Inspection Program**

As required by Missouri statutes, device and commodity field personnel inspect large and small scales, grain hopper scales, taxicab meters, odometers, timing devices, fabric measuring devices, grain moisture measuring devices, milk for quantity determination, prepackaged

merchandise and method of sale of commodities. The program enforces the Missouri Egg Law and the Missouri Unfair Milk Sales Practices Law.

#### **Petroleum/Propane/Anhydrous Ammonia Program**

The program combines a variety of services. Under the program, petroleum dispensers, petroleum terminal meters and metered fuel delivery trucks are tested for accuracy. Service station pumps are also inspected for accuracy and safety. Metered LPG delivery trucks are checked and storage and handling of anhydrous ammonia are monitored.

#### **Metrology Program**

The metrology program conducts tests, calibrates and certifies field standards for state agencies and private institutions. The state metrologist is the official keeper of Missouri's primary standards of mass, volume and length.

#### **Fuel Quality Program**

Fuel samples are collected by field personnel and submitted for testing. The petroleum laboratory analyzes gasoline, kerosene, heating oils and diesel fuel to make certain they meet state quality and safety standards.

#### **Land Survey Program**

The Land Survey Program provides information and resources for the accurate location of all private and public boundaries in Missouri. The program is responsible for the restoration and preservation of the original corner monuments established by the General Land Office for the U.S. Public Land Survey System. The program also maintains a records storage and retrieval system for all land survey records and geodetic data.

### **BOARDS AND COMMISSIONS**

#### **State Fair Commission**

Established in 1899, the Missouri State Fair is one of the oldest in the nation. The fairgrounds, which cover 396 acres in Sedalia (Pettis County), are open year round, providing facilities for horse and livestock shows, art and craft festivals, camping, rallies and other events. During the annual fair held each August, visitors enjoy educational and recreational activities, a carnival midway and musical entertainment.

The Missouri State Fair continues to be the state's largest agricultural and tourism event with exhibits showcasing livestock, row crops, horticulture and floriculture. The State Fair plays an important role in shaping Missouri agriculture, contributing to the state's economy and educating the public about the importance and necessity of agriculture. It features agribusiness exhibits and displays of Missouri-produced commodities.

The State Fair Commission, whose members are appointed by the Governor, oversees the Fair's operations.

#### **Missouri Wine & Grape Board**

The Missouri Wine and Grape Board is responsible for researching, developing and promoting Missouri grapes, juices and wine. The Board is funded by a tax on all wine sold in Missouri.

Missouri wineries continue to refine their grape growing and winemaking skills to offer distinctive, quality wines. The Wine and Grape Board sponsors research and advisory programs at the Institute for Continental Climate Viticulture & Enology (ICCVE) center.

Missouri has more than 1,400 acres of grapes. Missouri wineries produce more than 850,000 gallons of wine with an overall economic impact of \$701.2 million. Many of the state's 80 plus wineries consistently take top honors in prestigious domestic and international competitions.

#### **State Milk Board**

The State Milk Board administers milk inspection relation to Grade A milk and milk supplies to assure uniformity of procedures and interpretation of milk inspection regulations. The Grade A or fluid milk activities of the state are supported by revenue from inspection fees.

The manufacturing grade dairy program enforces sanitation and quality standards for manufactured dairy products and provides market testing of all milk at the first point of sale. Milk procurers, manufacturing plants, field superintendents, testers, graders, samplers, bulk milk truck operators and market testing laboratories are licensed by the State Milk Board.

#### **Missouri Agricultural and Small Business Development Authority**

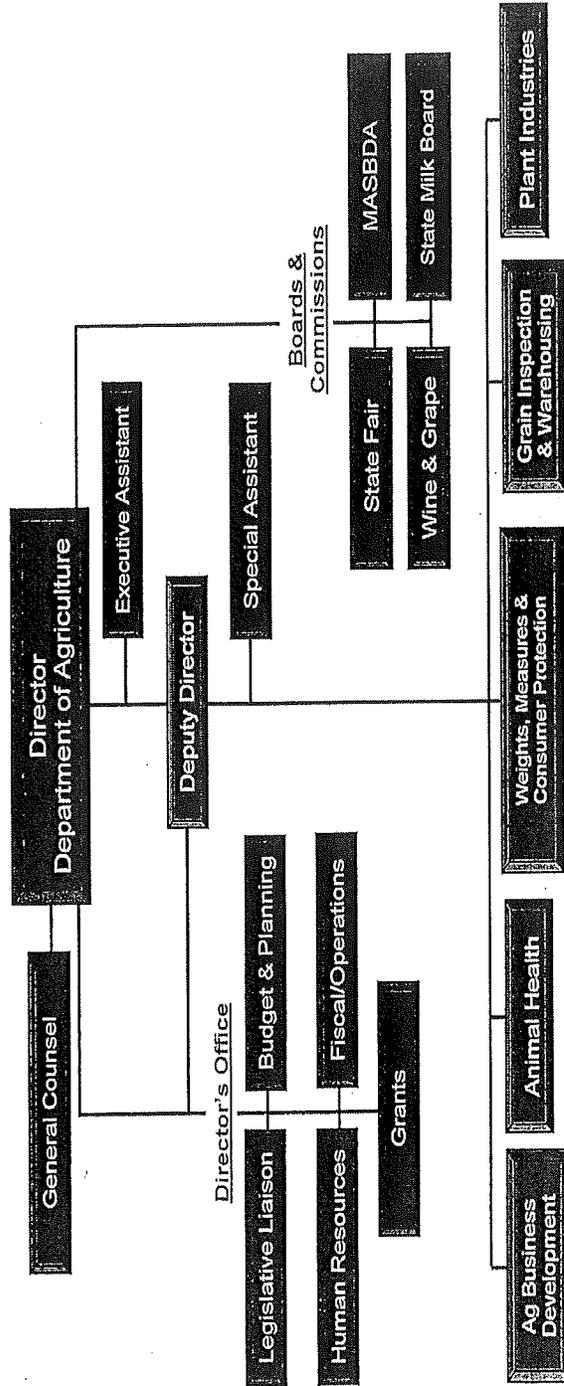
The Missouri Agricultural and Small Business Development Authority promotes the development of agriculture and small business and reduces, controls and prevents environmental damage in Missouri. The Authority provides additional sources of financing at interest rates that are below conventional rates.

Available loans and grants include: Beginning Farmer Loan Program, Animal Waste Treatment System Loan, Single-Purpose Animal Facilities Loan Guarantee, Missouri Value-Added Grant, Missouri Value-Added Loan Guarantee, New Generation Cooperative Incentive Tax Credit, Agricultural Products Utilization Contributor Tax Credit, Family Farm Breeding Livestock Tax Credit, Qualified Beef Tax Credit Program, Livestock Feed and Crop Input Loan Guarantee.

The authority is administered by a seven member commission, which is appointed by the governor and confirmed by the Senate. The Director of Agriculture serves as an ex-officio member.

#### **Land Survey Advisory Committee**

The Land Survey Advisory Committee advises the department director on program planning, prioritization and design of regulations affecting the Land Survey Program.



DEPARTMENT OF AGRICULTURE SALARY SCHEDULE

Exec Level	UCP Range	Title	Exec Salary Range Min (Annual)*	Exec Salary Range Max (Annual)*
EX I	44	Department Director, Department of Agriculture	\$85,628	\$124,472
EX III	40	Deputy Director, Department of Agriculture	\$72,044	\$104,360
EX IV	38	Div. Dir., Div. of Animal Health	\$67,484	\$95,540
EX IV	38	Div. Dir., Div. of Grain Inspection & Warehousing	\$67,484	\$95,540
EX IV	38	Div. Dir., Div. of Plant Industries	\$67,484	\$95,540
EX IV	38	Ex. Dir., Missouri State Fair Commission	\$67,484	\$95,540
EX IV	38	Div. Dir., Div. of Weights and Measures	\$67,484	\$95,540
EX IV	38	Div Dir., Div of Agriculture Business Development	\$67,484	\$95,540
EX V	33	Ex. Dir, Missouri Wine and Grape Board	\$54,860	\$76,784
EX V	33	Executive Secretary, State Milk Board	\$54,860	\$76,784
EX V	33	Executive Dir, Ag & Small Business Development Auth	\$54,860	\$76,784

\*FY 2014 salary adjustments are effective January 1, 2014.

APPENDIX C — DEPARTMENTAL PLANS



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DEC 20 2013

GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

SECRETARY OF STATE  
COMMISSIONS DIVISION

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JEREMIAH W. LIAJANIKON  
GOVERNOR

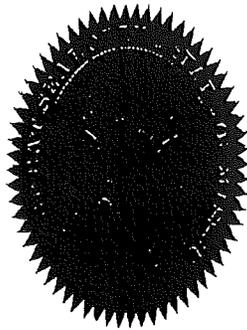
December 20, 2013

The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Office of Administration dated November 26, 2013, is hereby submitted in accordance with Section 1.8(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*[Signature]*  
GOVERNOR

12-20-2013  
DATE

ATTEST:

*[Signature]*  
SECRETARY OF STATE



State of Missouri  
OFFICE OF ADMINISTRATION  
Post Office Box 809  
Jefferson City, Missouri 65102  
Phone: (573) 751-1851  
FAX: (573) 751-1212

Jeremiah W. (Jay) Nixon  
Governor

Doug Nelson  
Commissioner

November 26, 2013

The Honorable Jeremiah W. (Jay) Nixon  
Governor of Missouri  
State Capitol, Room 216  
Jefferson City, Missouri 65101

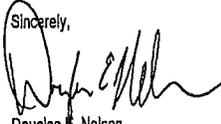
Dear Governor Nixon:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached updated department plan for the Office of Administration. Changes to the plan update OA's structure to reflect:

- A change in the membership of the Board of Fund Commissioners, in accordance with HB 116, signed into law on July 12, 2013;
- Minor updates to the descriptions of the department's divisions and assigned entities; and
- The Fiscal Year 2014 pay plan increase impact on the department's salary schedule.

Please find the attached department plan, organizational chart, and executive salary schedule submitted for your approval.

Sincerely,

  
Douglas E. Nelson  
Commissioner of Administration

Enclosures

### Office of Administration

The Office of Administration is the state's service and administrative control agency. Created by the general assembly on January 15, 1973, it combines and coordinates the central management functions of state government. Its responsibilities were clarified and amended by the Omnibus State Reorganization Act of 1974.

The chief administrative officer is the Commissioner of Administration, who is appointed by the Governor with the advice and consent of the Senate. The Commissioner appoints the Deputy Commissioner / Chief Counsel, Assistant Commissioner and the directors of the divisions who report directly to him. The divisions are Accounting; Budget and Planning; Facilities Management, Design and Construction; General Services; Information Technology Services; and Purchasing and Materials Management. The Director of the Division of Personnel is appointed by the Governor and reports to the Commissioner of Administration.

The Office of Equal Opportunity, created by Executive Order 10-24, assists and monitors state agencies in promoting and ensuring equal opportunity within state government through employment, provision of services, and operation of facilities.

The Commissioner's Office also coordinates the state's reporting related to the American Recovery and Reinvestment Act of 2009.

#### Division of Accounting

The Division of Accounting (DoA) provides central accounting and central payroll system services for state government, producing checks and electronic payments for state vendors and state employees. The DoA publishes annual statewide financial reports, administers bond sales for the Board of Fund Commissioners, Board of Public Buildings, and Board of Unemployment Fund Financing, and administers the social security coverage for all employees of the state and its political subdivisions.

#### Division of Budget and Planning

The Division of Budget and Planning (DBP) analyzes state government programs and provides recommendations and information to the Commissioner of Administration, Governor, general assembly, and state agencies regarding fiscal and other policies. The DBP prepares the budget instructions, reviews agency budget requests, prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues, and conducts technical policy and program analyses. To assist in state government management, the DBP controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, reviews legislation, tracks agency performance measures, analyzes and develops policy options, and reviews federal issues and their impact on Missouri. The DBP prepares population estimates and projections required by state and local agencies, and is Missouri's liaison to the United States Bureau of the Census.

#### Division of Facilities Management, Design and Construction

The mission is to provide a superior workplace environment for state occupants and their visitors and protect the State's investments in property assets. The goal of FMDC is to provide agencies with the information and resources that will support their development of high-performance workplaces - workplaces that will meet agencies' business needs and can be readily adapted to changing work place practices and strategies.

Real Estate Services Unit provides oversight of HB13 budgeting for leasing, state owned and institutional facilities and coordinates real estate transactions on behalf of the state to include conveyance legislation, sale of state-owned property, purchase of property and granting easements. In addition, procurement, contract management and coordination for all state agencies (excluding MoDOT, Conservation and Higher Ed) are also provided. This unit provides oversight of tenant renovations within state owned facilities and tracks space, rent allocations and FTE within state-owned and institutional space.

State-owned Operations maintain state-owned buildings for agencies that are tenants in state-owned office buildings. Includes complete building operations: maintenance, groundskeeping, security, housekeeping, conferencing and special events.

Institutional Operations provide maintenance management services for the Department of Elementary and Secondary Education, Mental Health, Social Services and the Missouri Highway Patrol (Includes maintenance and groundskeeping).

Project Management/Planning Unit provides oversight of new construction, renovations, maintenance and repair projects at state facilities through capital improvement appropriations for all state agencies (excluding MoDOT, Conservation and Higher Ed).

Energy Unit monitors energy consumption in state-owned buildings and institution sites and develops and implements programs to help departments comply with the Governor's Executive Order 09-18, mandating a reduction of energy consumption in state owned buildings. Responsible for managing, coordination, and planning with SEMA, along with support efforts provided by OA-FMDC during disaster responses and recovery efforts.

#### **Division of General Services**

The Division of General Services provides essential support services to state departments and to the Office of Administration. State Printing provides comprehensive reproduction services including design, printing, finishing, and quick copy services. Central Mail Services advises agencies on efficient mailing practices, and provides comprehensive mailing services to most state agencies operating within the Jefferson City area. Risk Management administers the Legal Expense Fund and the workers' compensation program for state employees, purchases insurance as required, and advises state agencies on risk management issues. Vehicle Maintenance operates a centralized maintenance facility to provide mechanical repairs and body shop services for state vehicles based in the Mid-Missouri area. Fleet Management establishes statewide policies governing state vehicle operations and management; coordinates a centralized fleet information system; operates a consolidated car pool serving agencies in the Jefferson City area; and serves as a resource for fleet management issues. General Services also provides administrative support and staffing to operate the Missouri Public Entity Risk Management Fund (MOPERM) program and coordinates the Missouri State Employees Charitable Campaign.

#### **Information Technology Services Division**

ITSD's mission is to provide the IT services and systems that allow state agencies to fulfill their missions while maximizing the total value of the State's IT infrastructure, workforce and contracts for the benefit of all. ITSD provides network, data center, telecommunication services, helpdesk, application development and other services for most of Missouri State Government. Led by the Chief Information Officer (CIO), the division sets a foundation for a unified IT office that delivers superior quality at reduced cost.

**Division of Personnel**

The Division of Personnel (DoP) is responsible for administering the State's Merit System, overseeing the Uniform Classification and Pay System, and developing and administering a management training program, as established in the State Personnel Law (Chapter 36, RSMo). Division staff provide consultation on a variety of human resources topics.

The Missouri Merit System is based on the principles of merit and fitness as determined by competitive evaluation criteria for employment, as well as objective and consistent human resource management policies and procedures. Approximately 35,000 state employees in six state departments (Office of Administration, Corrections, Health and Senior Services, Mental Health, Natural Resources, and Social Services) and sections of three other departments (Economic Development, Labor and Industrial Relations and Public Safety) comprise the Missouri Merit System.

The Uniform Classification and Pay (UCP) system is designed to promote equity in position classification among state employees in most executive branch agencies and to provide coordinated compensation policies. The UCP system covers approximately 37,500 employees of merit system agencies and employees from the departments of Agriculture, Economic Development, Insurance, Financial Institutions and Professional Registration, Labor and Industrial Relations, Public Safety, and Revenue.

The DoP is comprised of four distinct sections.

- The Employee Services Section develops and administers position classification for agencies covered by the UCP System; ensures employees are assigned to appropriate job classes and that new job classes are assigned to the appropriate pay range; reviews applications for employment within the Merit System; and develops, updates and administers Merit System examinations.
- The Pay, Leave and Reporting Section provides information on the UCP system pay plan; interprets policies on pay, leave, and hours of work; provides workforce reports and assistance with the SAM II HR/Payroll System; maintains lists of individuals from which agencies can select for Merit System jobs; ensures personnel transactions are in compliance with state personnel law.
- The Center for Management and Professional Development creates and delivers leadership and professional development workshops and webinars for supervisors, managers and executives in Missouri state government, and to those private or public entities throughout the state to cultivate and enhance the management skills of their current and potential leaders and to promote their long-term business success. The Center also provides computer and technical training programs for state employees. In addition, the Center provides administration of statewide employee recognition programs that include the State Employee Suggestion System, the Governor's Award for Quality and Productivity, State Employee Recognition Week and Day, State Employee of the Month, and the WeSave Employee Discount Program.
- The Human Resources Service Center provides administration of human resources by providing a single point of contact for Office of Administration management and employees to obtain consistent responses to human resources situations and issues.

**Division of Purchasing and Materials Management**

The Division of Purchasing and Materials Management (DPMM) is responsible for the procurement of all state-required supplies, materials, equipment, and professional or general services, except for those agencies exempted by law. The DPMM executes procurement functions in accordance with applicable statutes by maximizing competition in the procurement process, conducting evaluations and negotiations as appropriate, and awarding contracts to the "lowest and best"

bidders. The materials management section, the State Agency for Surplus Property (SASP), is responsible for transfers and disposal of state surplus property to obtain the maximum return on investment. The SASP acquires property declared excess by federal government agencies to distribute to eligible Missouri entities. The SASP is also responsible for the statewide in-house recycling program.

**Boards and Commissions housed in the Office of Administration**

There are 16 boards and commissions which are assigned to or housed within the Office of Administration.

**Administrative Hearing Commission**

The Administrative Hearing Commission (AHC) is a neutral, independent tribunal that decides disputes involving state agencies and another party, usually a business, private person or corporation after a trial-type hearing. The AHC hears evidence and arguments from the state agency and from the other party. Any party, including the state agency, may seek review of the AHC's decision from the judicial branch. Matters under its jurisdiction include state tax disputes; Medical provider payment disputes; due process complaints filed under the Individuals with Disabilities Education Act (IDEA); public safety matters such as peace officer certification; appeal of personnel matters under the state's merit system laws; discipline of professional licenses of physicians, dentists, nurses, and others; motor vehicle dealer licenses; decisions of certain commissions under the Department of Natural Resources; appeals from orders of the Ethics Commission; liquor control licenses; motor carrier and railroad safety matters; and surety agent licenses. The AHC is also statutorily charged with jurisdiction over certain franchisor-franchisee disputes, and serves as hearing officer pursuant to memorandum of understanding with the Missouri Commission on Human Rights and the Department of Agriculture. The AHC consists of not more than five commissioners, appointed by the Governor and confirmed by the Senate, who serve six-year terms.

**Board of Fund Commissioners**

The Board of Fund Commissioners issues and redeems state general obligation bonds and performs other administrative activities related to state general obligation debt as assigned by law. The board is composed of the Governor, Lieutenant Governor, Attorney General, State Treasurer, and Commissioner of Administration. The Governor is president of the board, and the State Treasurer is secretary. The Director of the Division of Accounting serves as the Executive Secretary to assist the board in carrying out its responsibilities.

**Board of Public Buildings**

The Board of Public Buildings (BPB) has general supervision and charge of state facilities at the seat of government. The BPB also has the authority to issue revenue bonds for the construction of state office buildings and certain other facilities. The BPB is composed of the Governor, Lieutenant Governor, and Attorney General. The Governor serves as the chair, and the Lieutenant Governor is the secretary. The Speaker of the House of Representatives and the President Pro Tem of the Senate serve as ex officio members of the BPB but do not have the power to vote. The Office of Administration's Division of Facilities Management, Design and Construction and Division of Accounting assist the board in carrying out its responsibilities.

**Board of Unemployment Fund Financing**

The Board of Unemployment Fund Financing is authorized to issue debt or credit instruments to provide funds for the payment of unemployment benefits or maintaining an adequate fund balance in the unemployment fund, and as an alternative to borrowing or obtaining advances from the federal unemployment trust fund or for refinancing these loans or advances. The board is composed of the Governor, Lieutenant Governor, Attorney General, director of the Department of Labor and Industrial Relations, and the Commissioner of Administration. The Governor serves as

chair, the Lieutenant Governor serves as vice chair, and the Commissioner of Administration serves as secretary.

#### **Children's Trust Fund**

The Children's Trust Fund (CTF) is a non-profit organization that works to prevent child abuse and neglect through grant distribution, public education, awareness, and training. CTF was established by state statute in 1983 as a public-private partnership governed by a 21-member Board of Directors, including seventeen public members appointed by the Governor, twelve upon the advice and consent of the Senate. Unique in its origin and mission, CTF is the only state agency to receive non-general revenue funding for the specific purpose of child abuse and neglect prevention. Funding is obtained from dedicated fees on marriage licenses and vital records, voluntary contributions designated on Missouri state income tax returns, sales of the specialty CTF prevent child abuse license plate, general donations, interest income from the Fund, and other grants. CTF funded programs include building the protective factors known to strengthen families and prevent abuse, positive parenting education and family support, home visitation, mentoring, crisis nursery, fatherhood and grandparent support, sexual abuse prevention, prevention of Shaken Baby Syndrome, safe sleep environments for infants, infant nurturing, training, research, and community education.

#### **Governor's Council on Disability**

The Governor's Council on Disability (GCD) provides education and technical assistance to people with disabilities and the public about civil rights, employment, education, housing, and transportation; and expands equal access and full participation for all individuals with disabilities in their communities at the local, state, and federal levels. GCD works to ensure that proposed legislation respect the rights of people with disabilities through legislative updates and the Legislation Education Project. The Council offers a summer leadership program for high school students with disabilities called the MO Youth Leadership Forum. Annually, the Inclusion Awards honors employers, or other entities or individuals, who have done an outstanding job promoting the inclusion of people with disabilities in the state. Additionally, the new Youth Leadership Award honors a youth with disabilities who demonstrates outstanding leadership skills in their community. The Governor appoints 21 members-at-large, representing each Congressional district. The chair is appointed with the advice and consent of the Senate. An executive director and staff serve the council and the public.

#### **Health and Educational Facilities Authority of the State of Missouri**

The Missouri Health and Educational Facilities Authority provides access to the capital markets in an effort to lower the cost of health and educational services in Missouri by providing high quality, readily available, low cost financing alternatives for Missouri public and private, non-profit health and educational institutions. The authority consists of seven members appointed by the Governor with the advice and consent of the Senate.

#### **Jackson County Sports Complex Authority**

The authority is authorized under the laws of the State of Missouri to plan, construct, operate, and maintain a sports stadium fieldhouse, indoor and outdoor recreational facilities center, playing fields, parking facilities, and other concessions within Jackson County. The authority is empowered to issue bonds. The bipartisan authority consists of five commissioners who are qualified voters of the State of Missouri and residents of Jackson County. The Jackson County Commission submits a list of candidates to the Governor who appoints members from that list of candidates. The commissioners serve terms of five years.

**Missouri Citizens' Commission on Compensation for Elected Officials**

The Missouri Citizens' Commission on Compensation for Elected Officials was established to ensure that the power to control the rate of compensation of elected officials of this state is retained and exercised by taxpaying citizens of the state. Every two years, the commission reviews the relationship of compensation to the duties of all elected state officials. The commission's recommendation of a salary schedule shall become effective unless disapproved by the General Assembly. The 22-member commission members serve four-year terms. Twelve members are appointed by the Governor with advice and consent of the Senate, one member is selected at random by the Secretary of State from the registered voters of each congressional district, and one member is a retired judge appointed by the Supreme Court.

**Missouri Ethics Commission**

The Missouri Ethics Commission (MEC) is charged with the enforcement of conflict of interest and lobbying laws and campaign finance disclosure laws. The MEC also educates public officials, candidates for public office, registered lobbyists and the public about these laws. The MEC is composed of six members, appointed by the Governor with advice and consent of the Senate. Each member must be from a different congressional district. No more than two members appointed from the even-numbered congressional districts shall be members of the same political party, and no more than two members from the odd-numbered congressional districts shall be members of the same political party.

**Missouri Minority Business Advocacy Commission**

The Missouri Minority Business Advocacy Commission (MBAC) identifies and assesses the needs of minority businesses throughout the state; initiates aggressive programs to assist minority businesses in obtaining state and federal procurement; makes recommendations regarding state policies, programs, and procedures; and provides a focal point to assist and counsel minority small businesses in their dealing with federal, state, and local governments. The MBAC also initiates and encourages minority business education programs; analyzes current legislation and regulations as they affect minority businesses; and receives complaints and recommendations concerning policies and activities of federal, state, and local governmental agencies which affect minority small businesses. The nine-member commission consists of three minority business persons appointed by the Governor, two state representatives, two state Senators, the director of the Department of Economic Development, and the Commissioner of Administration.

**Missouri Public Entity Risk Management Fund (MOPERM)**

The Missouri Public Entity Risk Management (MOPERM) operates a shared-risk program offering tort liability, property, and other coverages for participating political subdivisions of the state. Membership of the board consists of the Attorney General, the Commissioner of Administration, and four members appointed by the Governor with the advice and consent of the Senate, who are officers or employees of those public entities participating in the fund.

**Missouri State Capitol Commission**

The Missouri State Capitol Commission (MSCC) was established to assure the future preservation, improvement, expansion, renovation, restoration, and integrity of the capitol, and to preserve its historical significance. The commission evaluates the restoration and preservation of the capitol and the history of the capitol, ensures accessibility to the capitol, and approves capitol studies and improvement, expansion, renovation, and restoration projects. In 2009, the commission was assigned the responsibility of initiating planning efforts for a centennial celebration of the laying of the capstone of the capitol building. The MSCC consists of 11 members, including four members appointed by the Governor with advice and consent of the Senate, two state representatives, two state senators, one employee of the House of Representatives, one employee of the Senate, and the Commissioner of Administration.

**Missouri State Penitentiary Redevelopment Commission**

The Missouri State Penitentiary Redevelopment Commission (MSPRC) was established to redevelop the real property which encompassed the grounds of the Missouri State Penitentiary for over 150 years, so as to maintain its historic value for present and future generations of Missourians, and to provide new uses for the property which will benefit the citizens of the City of Jefferson, the County of Cole, and the State of Missouri as a whole. MSPRC is composed of ten members. Three commissioners are residents of Jefferson City and are appointed by the mayor, with the advice and consent of the governing body of that city; three commissioners are residents of Cole County but not of Jefferson City and are appointed by the county commission; and four commissioners, none of whom shall be residents of Cole County or of Jefferson City, are appointed by the Governor with the advice and consent of the Senate.

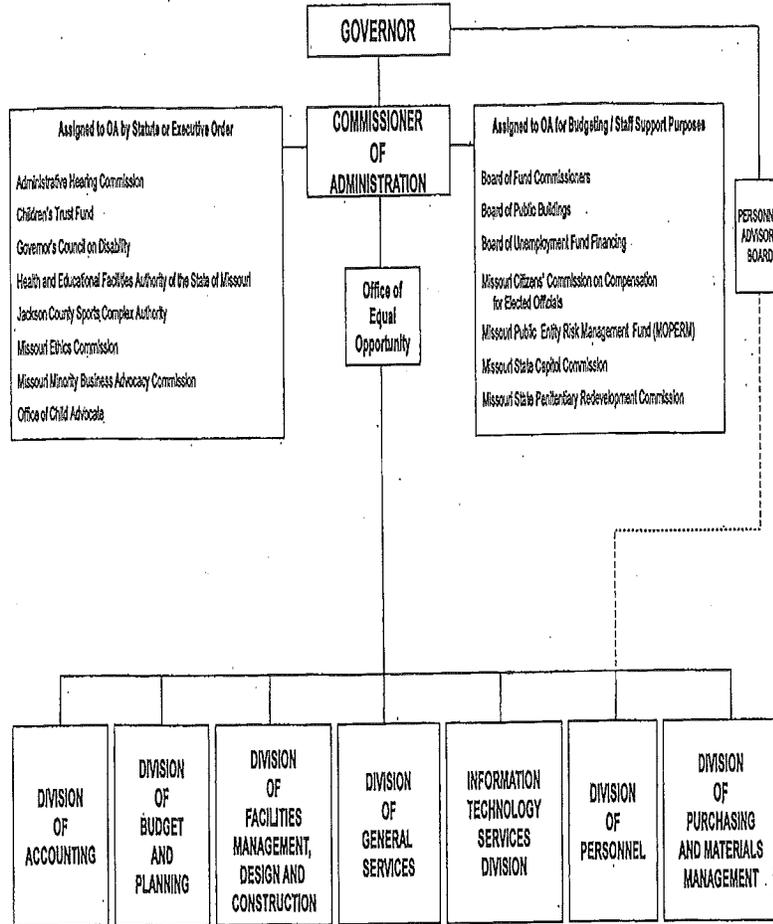
**Office of Child Advocate**

The Office of Child Advocate (OCA) provides families and citizens an avenue through which they can obtain an independent and impartial review of the decisions and/or actions made by the Department of Social Services, Children's Division. The main duties of the Office of Child Advocate are: (1) review foster care cases; (2) review unsubstantiated hotline investigations; (3) mediate between parents and schools regarding abuse allegations that occur in a school setting; (4) review child fatalities when there is a history of child abuse and neglect concerns or involvement with Children's Division; and (5) provide information and referrals for families needing resources. The OCA is managed by the Child Advocate, who is appointed jointly by the Governor and the Chief Justice of the Missouri Supreme Court, with the advice and consent of the Senate, and reports to the Commissioner of Administration.

**Personnel Advisory Board**

The Personnel Advisory Board (PAB) has oversight responsibility for the Missouri merit system and the Uniform Classification and Pay system and has policy-making authority in various areas of human resources administration. Responsibilities also include making recommendations to the Governor and the general assembly regarding the state's pay plan. The PAB consists of seven members, six of whom are appointed by the Governor with the advice and consent of the Senate. Four members are appointed from the public at large, one is a member of executive management in state government, and one is a non-management state employee. The seventh member is the person designated as the state equal opportunity officer, now known as the Director of the Office of Equal Opportunity.

### Office of Administration



11-15-13

OFFICE OF ADMINISTRATION  
SALARY SCHEDULE

Level	Title	FY 2014 Salary Range	
		Minimum*	Maximum*
I	Commissioner of Administration	\$85,628	\$124,472
II	Deputy Commissioner of Administration	\$78,512	\$113,924
	Chief Information Officer**		\$110,000
III	Division Director, Accounting	\$72,044	\$104,360
II	Deputy Commissioner of Budget & Planning	\$78,512	\$113,924
III	Division Director, Facilities Management, Design & Construction	\$72,044	\$104,360
III	Division Director, General Services	\$72,044	\$104,360
III	Division Director, Personnel	\$72,044	\$104,360
III	Division Director, Purchasing & Materials Management	\$72,044	\$104,360
IV	Executive Director, MOPERM	\$67,484	\$95,540
V	Executive Director, Children's Trust Fund	\$54,860	\$76,784
V	Executive Director, Governor's Council on Disability	\$54,860	\$76,784
	Administrative Hearing Commissioners**		\$102,430

\* FY 2014 salary adjustments are effective January 1, 2014.

\*\* These positions are not part of the Executive Pay Plan; amount listed is actual salary as of July 1, 2013.

APPENDIX C — DEPARTMENTAL PLANS



GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAS W. JAY NIXON  
GOVERNOR

RECEIVED & FILED

DEC 20 2013

SECRETARY OF STATE  
COMMISSIONS DIVISION  
P.O. BOX 710  
(573) 761-3222

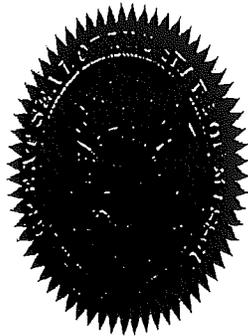
December 20, 2013

The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Economic Development dated October 30, 2013, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*[Signature]*  
GOVERNOR

12-20-2013  
DATE

ATTEST:

*[Signature]*  
SECRETARY OF STATE

Jeremiah W. (Jay) Nixon  
Governor



Mike Downing, CEcD  
Acting Director

October 30, 2013

Mr. Douglas E. Nelson, Commissioner  
Office of Administration  
State of Missouri  
Room 125, Capitol Building  
Jefferson City, Missouri 65102

Dear Commissioner Nelson:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, the Department of Economic Development (DED) hereby submits the enclosed 2013 organization and salary structure for approval and filing with the Secretary of State.

Effective August 28, 2013, Executive Order 13-03 transferred the Division of Energy (DOE) from the Department of Natural Resources to the DED by Type I transfer. The 2013 report includes the transfer of the DOE in addition to minor changes to the narrative portion of the organizational plan to better convey the purpose of the divisions and boards/commissions.

Thank you for the opportunity to submit these required documents. If you should require any additional information, please do not hesitate to contact me.

Sincerely,



Mike Downing, CEcD  
Acting Director

Enclosures

Cc: File

**DEPARTMENT OF ECONOMIC DEVELOPMENT  
2013 Organization and Salary Structure**

The Missouri Department of Economic Development's mission is to create quality jobs and to boost economic development across the state to help communities grow and prosper.

The Department is composed of various agencies and divisions that administer programs in the areas of community and economic development, workforce development, and tourism.

Programs managed by these agencies and divisions provide a wide array of services designed to enhance Missouri's economic growth. These services provide direct assistance to businesses and industries; communities and regions; and individuals and organizations by promoting economic and community development, as well as job creation and retention throughout the state.

**OFFICE OF THE DIRECTOR**

The Department is administered by a director, appointed by the governor and confirmed by the Senate. The director appoints the management staff and division directors and is responsible for recommendations to the governor for other appointments and nominations.

**Management Staff**

The management staff within the Director's Office includes:

- *Legislative Liaison:* Serves as a liaison between DED and the General Assembly with respect to legislation and other policy matters. Coordinates with DED divisions and agencies to research and develop new legislative proposals, and researches economic development strategies and best practices from other states and regions for potential legislative initiatives.
- *General Counsel:* Provides comprehensive legal advice regarding issues affecting divisions within DED.
- *Communications/Marketing Director:* Promotes the state and the department's programs and activities to existing businesses through media and public relations. (The Missouri Partnership is tasked with marketing to out of state companies.)

**Administrative Services**

The Administrative Services group is responsible for the oversight of all administrative functions for the Department including: financial management, budget, human resources, information technology, and general services.

**DEVELOPMENT AGENCIES**

**Division of Business and Community Services (BCS)**

The Division of Business and Community Services serves to facilitate the expansion of existing business in the State; to facilitate the location of new business to the State; and to facilitate the startup of new business in the State, partnering with local economic development agencies, Small Business

Development Centers, Innovation Centers, Missouri Enterprise, Missouri Technology Corporation and many other organizations. The Division also partners with local governments, non-profits, community organizations, and private citizens to help develop and grow Missouri's communities. The services provided by BCS include professional technical assistance and project management; training; research; financial assistance; and compliance assistance. A few of the ways BCS measures its success includes measuring new jobs created, private investment, leverage, and efficiency of operations.

#### Division of Energy

The Division of Energy assists, educates and encourages Missourians to advance the efficient use of diverse energy resources to provide for a healthier environment and to achieve greater energy security for future generations. Division staff manage projects and subgrants, oversee large contracts and provide technical assistance to deliver energy-efficiency services and programs (these include energy-efficiency improvements to existing homes, improved energy-efficient building techniques and technologies for new homes, training for public- and private-sector facility managers and industrial energy-efficiency opportunities). The division works with utilities to design and encourage investment in energy-efficiency programs for customers. In addition, the Division of Energy monitors energy supplies and prices, conducts special assessments in response to potential or actual supply disruptions or shortages, and coordinates mitigation efforts with state and federal agencies and decision-makers.

#### Division of Workforce Development (DWD)

The Division of Workforce Development provides vital employment services to develop Missouri's workforce. These services are delivered at Missouri Career Centers throughout the state and include: job search assistance, career development/skill-building, national career readiness assessment and certification, and access to a wide array of online tools. Additionally, businesses receive cost-saving human resources assistance and financial incentives. In partnership with local education agencies, DWD also administers state-funded Industry Training Programs that assist Missouri businesses with the training and retraining of new and existing employees.

#### Missouri State Council on the Arts (MAC)

The Missouri State Council on the Arts is dedicated to broadening the appreciation and availability of the arts in the state and fostering diversity, vitality, and excellence of Missouri's communities, economy, and cultural heritage. The Missouri Arts Council, a type II state agency and division of the DED, provides grants to nonprofit organizations to encourage and stimulate the growth, development and appreciation of the arts in Missouri. MAC provides support and leadership to bring the arts to all people of the state.

Through funds from the Missouri General Assembly, Missouri Arts Council Trust Fund, and the National Endowment for the Arts, MAC provides grants to make possible quality arts programming in both large and small communities. MAC also is committed to supporting the individual artist with programs that help spur career development and growth such as technical assistance workshops that teach artists how to become better professionals. MAC provides accountability and oversight for the fair and equitable distribution of state and federal funds in support of the arts statewide.

#### Division of Tourism

The Division of Tourism promotes Missouri as a premier tourist destination, while helping state and local communities meet changing trends in the travel and tourism industry. As a type III agency, the division director is appointed by and reports to the Missouri Tourism Commission.

### REGULATORY AGENCIES

#### Public Service Commission

The Missouri Public Service Commission is a type III agency that regulates the rates, service and safety of investor-owned electric, steam, natural gas, water and sewer utilities. The Commission has limited jurisdiction over telecommunications providers in the state. In addition, the Commission regulates the operational safety of the state's rural electric cooperatives and municipally owned electric and natural gas utilities. Its mission is to ensure Missouri consumers have access to safe, reliable and reasonably priced utility service while allowing those utility companies under our jurisdiction an opportunity to earn a reasonable return on their investment. The Commission also regulates manufacturers and retail dealers who sell new and used manufactured homes and modular units. The Commission is comprised of five commissioners, who are appointed by the governor with the advice and consent of the Missouri Senate. The governor designates one member as the chairman who serves in that capacity at the pleasure of the governor.

#### Office of the Public Counsel

The Office of the Public Counsel is a type II agency and was established in 1975 to represent the public and the interests of utility customers in proceedings before the Missouri Public Service Commission and in the Courts involving investor-owned electric, natural gas, telephone, water, sewer and steam heat utilities. Public Counsel addresses many issues that affect customers including rates, safe and adequate service, complaints and disputes, connections and disconnections, and billing and collection practices. Through the Ombudsman for Property Rights, established in 2006 with the passage of House Bill 1944, the Office of the Public Counsel provides guidance to landowners about the condemnation process.

### DED RELATED BOARDS AND COMMISSIONS

#### Entrepreneurial Development Council

The Entrepreneurial Development Council and the Entrepreneurial Development and Intellectual Property Right Protection Fund were created by Section 620.050, RSMo. The seven member council shall possess specialization in intellectual property matters. The council may provide financial support from the fund, in the form of low-interest loans and grants, to registered entrepreneurs to support product development, manufacturing and marketing of new products. Additionally, the council, upon notification, shall evaluate alleged infringement of intellectual property rights of an entrepreneur and may, based upon need, award grants or financial assistance to subsidize legal expenses incurred in initiating the process necessary to remedy the alleged infringement.

#### Hispanic Business, Trade and Culture Commission

The purpose of the Hispanic Business, Trade and Culture Commission shall be to serve as a statewide advisory body to the Department of Economic Development, Office of International Trade & Investment, on trade and investment issues of importance and relevance to the Hispanic business community in Missouri.

**Missouri Community Service Commission**

The Missouri Community Service Commission (MCSC) connects Missourians of all ages and backgrounds in an effort to improve unmet community needs through direct and tangible service. The MCSC serves as the administrator for *AmeriCorps* state funding in Missouri by awarding monetary grants and providing technical assistance and support to its sub-grantees.

**Missouri Development Finance Board (MDFB)**

The mission of the MDFB is to assist infrastructure and economic development projects in Missouri by providing the critical component of the total financing for projects that have a high probability of success, but are not feasible without the Board's assistance.

MDFB was created in 1982 as a body corporate and politic by Section 100.250 to 100.297, RSMo and Section 100.700 to 100.850, RSMo. MDFB is comprised of twelve (12) voting members. Eight (8) are volunteer members appointed by the governor and confirmed by the Senate. The lieutenant governor and the director for the Department of Economic Development, Department of Natural Resources and Department of Agriculture serve as ex-officio voting members.

**Missouri Film Commission**

The Missouri Film Commission was established to promote the development of film production and facilities in Missouri.

**Missouri Housing Development Commission**

The Missouri Housing Development Commission (MHDC), created by the 75<sup>th</sup> General Assembly functions as a bank, providing financing directly to developers of affordable rental properties. MHDC provides funding for home loans to qualified, first-time buyers through a network of certified, private mortgage lenders. The funds for mortgage financing are provided through the sale of tax-exempt notes and bonds that the commission is authorized to issue. The Commission administers the federal and Missouri Low Income Housing Tax Credit (LIHTC) programs, federal HOME funds, the U.S. Department of Housing and Urban Development (HUD) Project-Based Section 8 rental assistance contracts, the direct MHDC funding of several housing assistance programs and the Affordable Housing Assistance Tax Credit. Additionally, the Commission administers the Missouri Housing Trust Fund to help prevent homelessness and to provide emergency housing assistance for very low-income Missourians. The commission participates with the Department of Economic Development in preparing the state's Consolidated Plan for HUD.

**Missouri Humanities Council**

This Council exists to develop and encourage new avenues to find and tell the story of Missouri's people, to learn about our rich culture and history, and to identify and discuss our common values. The Council also partners with museums, libraries, historical societies, schools and other institutions so that they may better serve communities and foster high levels of public interest and involvement. It provides technical, managerial and financial support to communities, organizations and educational institutions to ensure their ongoing role in promoting the humanities.

**Missouri Life Sciences Research Board**

The purpose of the Board is to enhance research capacity in life sciences to better serve the health and welfare of Missouri citizens; promote Missouri as a center of life science research and development; create and attract new research and development institutions; and transform research into commercial life science technology.

**Missouri Military Preparedness and Enhancement Commission**

The Military Preparedness and Enhancement Commission was created by Section 41.1010, RSMo. The Commission's purpose is to design and implement measures intended to protect, retain, and enhance the present and future mission capabilities at the military posts or bases within the state. The eleven-member commission consists of two members of the Missouri Senate, two members of the Missouri House of Representatives and five members appointed by the governor. The chairman of the Missouri Veterans' Commission or designee and the director of the Department of Economic Development or designee serve ex officio.

**Missouri Small Business Regulatory Fairness Board**

The purpose of the Board is to independently review complaints brought by small businesses concerning state agency regulations that have a disproportionate impact on the conduct of small businesses in the State of Missouri. The Board also promotes awareness of state agency rulemaking as it affects small business, identifies issues in state agency rulemaking that disproportionately and adversely affect small businesses, identifies issues for the governor and the Missouri General Assembly to act upon, and monitors state agency compliance with requirements for filing small business impact statements. The Department of Economic Development provides staff support for the board.

**Missouri Technology Corporation**

The Missouri Technology Corporation is a public-private partnership created by the Missouri General Assembly to lead efforts to promote entrepreneurship and foster the growth of new and emerging high-tech companies. It is governed by a board of directors appointed by Missouri's governor, speaker of the house, and president pro tem of the Missouri Senate, and includes the president of the University of Missouri system and the director of the Department of Economic Development.

**Missouri Tourism Commission**

The Tourism Commission determines all matters relating to policy and administration of tourism promotion, thus creating jobs, tax revenue, and economic development for the State of Missouri.

**Missouri Women's Council**

The Missouri Women's Council promotes and increases women's economic and employment opportunities through education and training; non-traditional careers; and promotion of women in small business. The intent of the Missouri Women's Council is to work closely with other agencies and community-based organizations to build awareness for, educate, promote opportunities for, and enhance the lives and well being of Missouri women business owners and women in the workforce. The Missouri Women's Council offers information and resources on women in business, upgrading your skills, searching for employment, starting your own business and obtaining state contracts. The Council is an agency within the Department of Economic Development. The bipartisan Council is comprised of 15 members: 11 appointed by the Governor, 2 Missouri State Senators, and 2 Missouri State Representatives with the chair appointed by the Governor.

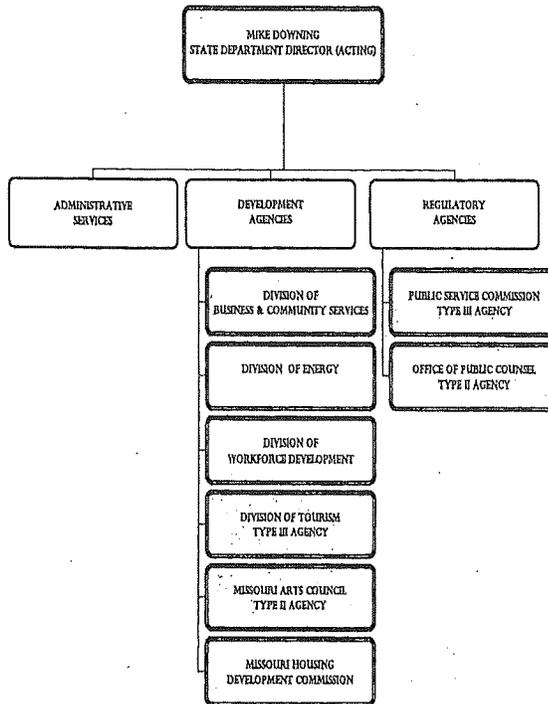
**Missouri Workforce Investment Board**

The Missouri Workforce Investment Board (MoWIB) is federally mandated to recommend statewide training and employment policy in support of Missouri's objective of full employment. MoWIB emphasizes public and private participation within Missouri's public workforce system; evaluates existing and proposed methods to improve federal and state resources in providing job training services; and promotes coordination of training and employment activities with other related activities.



DEPARTMENT OF ECONOMIC DEVELOPMENT

1 of 2

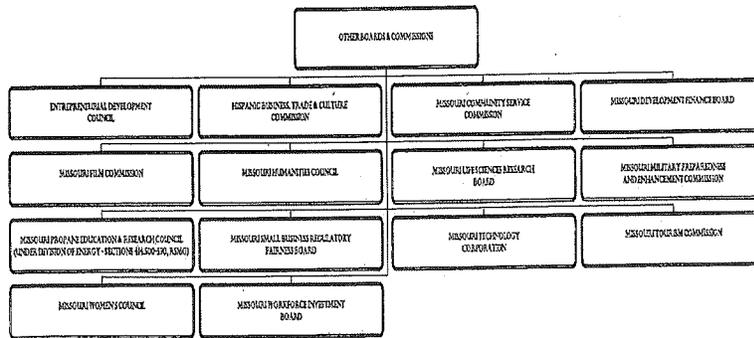


Last Modified: 10/29/2013



DEPARTMENT OF ECONOMIC DEVELOPMENT

2 of 2



Last Modified: 11/20/2013

**FY 2014 - DED SALARY STRUCTURE**

POSITION	EXECUTIVE PAY LEVEL	LOW SALARY RANGE FY 2013 – FY 2014*	HIGH SALARY RANGE FY 2013 – FY 2014*
Department Director	I	\$85,628	\$124,472
Director, Division of Business and Community Services	III	\$72,044	\$104,360
Director, Division of Energy	IV	\$67,484	\$95,540
Director, Division of Workforce Development	III	\$72,044	\$104,360
Commissioner, Public Service Commission	**	—	\$105,070
Director, Office of Public Counsel	IV	\$67,484	\$95,540
Executive Director, State Council on the Arts	IV	\$67,484	\$95,540
Executive Director, Women's Council	VI	\$48,632	\$70,496
Executive Director, Missouri Housing Development Commission	**	—	\$120,000
Director, Division of Tourism	IV	\$67,484	\$95,540

\* FY 2014 salary adjustments are effective January 1, 2014

\*\* Positions are not part of the Executive Pay Plan; amount listed reflects the position's 7/1/2013 salary

APPENDIX C — DEPARTMENTAL PLANS



GOVERNOR OF MISSOURI  
JEFFERSON CITY  
65102

JEREMIAH W. (JAY) NIXON  
GOVERNOR

RECEIVED & FILED

DEC 20 2013

SECRETARY OF STATE  
COMMISSIONS DIVISION  
P.O. Box 780  
(573) 751-3822

December 20, 2013

The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Health and Senior Services dated November 5, 2013, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*[Signature]*  
GOVERNOR

12-20-2013  
DATE

ATTEST:

*[Signature]*  
SECRETARY OF STATE



Missouri Department of Health and Senior Services  
 P.O. Box 670, Jefferson City, MO 65102-0670 Phone: 673-751-8400 FAX: 673-751-6910  
 RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2666 VOICE 1-800-735-2486

Gail Vasterling  
 Acting Director



Jeremiah W. (Jay) Nixon  
 Governor

November 5, 2013

Douglas E. Nelson, Acting Commissioner  
 Office of Administration  
 State Capitol Building, Room 125  
 Jefferson City, MO 65101

Dear Commissioner Nelson:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached update to the Department of Health and Senior Services departmental plan. Revisions to the plan include:

- The Center for Emergency Response and Terrorism's response, planning, and preparedness responsibilities were transferred to the Department of Public Safety via Executive Order 13-01. This move will promote coordination and consistency among emergency response agencies. The portion of the Center for Emergency Response and Terrorism that will remain within the Department of Health and Senior Services was renamed the Office of Emergency Coordination.
- The Section for WIC and Community Nutrition Services has been eliminated, so it was removed from the listing of Division of Community and Public Health sections. The associated programs were moved to the Section for Healthy Families and Youth. This change should have no impact on services but will result in modest administrative savings.
- The word "care" (as in long term care) was added to the description for the Division of Senior and Disability Services and "assisted living facilities" was added to the list of facilities regulated by the Division of Regulation and Licensure. These minor wording changes better reflect the responsibilities of the two divisions.
- The Osteoporosis Advisory Council and the Technical Advisory Committee on the Quality of Patient Care and Nursing Practices were deleted from the list of boards and commissions assigned to the department.

The updated department plan, organizational chart and executive salary schedule are enclosed for your approval.

Sincerely,

Gail Vasterling  
 Acting Director

GV:BF:tm

Enclosures

[www.health.mo.gov](http://www.health.mo.gov)

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

## Department of Health and Senior Services

## 2013 Department Plan

The Department of Health and Senior Services was created by the passage of House Bill 603 in May 2001. The bill transferred the roles and responsibilities of the Division of Aging in the Department of Social Services to the Department of Health, creating the Department of Health and Senior Services. The Department of Health and Senior Services is committed to:

- increasing commitment to and investment in public health;
- improving health and health care delivery;
- ensuring that Missourians are healthy and safe; and
- operating department programs efficiently and effectively.

The **State Board of Health** and **State Board of Senior Services** serve as advisory bodies for activities of the Department of Health and Senior Services. These boards advise the department director in planning for and operating the department, and act in an advisory capacity regarding rules promulgated by the department. Both boards consist of seven members appointed by the Governor with the advice and consent of the Missouri Senate.

**Departmental Support Services** is responsible for management of the department and administration of its programs and services. It provides a variety of support services for the department, and includes the following units:

- Division of Administration;
- Office of General Counsel;
- Office of Governmental Policy and Legislation;
- Office of Human Resources;
- Office of Public Information;
- Office of Performance Management;
- Office on Women's Health;
- Office of Primary Care and Rural Health; and
- Office of Minority Health.

The **Division of Community and Public Health** is tasked with overseeing the health and welfare of Missourians. Division responsibilities include preventing and controlling the spread of infectious disease; assuring access to healthy environments in homes, child care centers, schools, restaurants, and lodging facilities; coordinating public health emergency preparedness efforts; preventing and reducing the rates of chronic disease; reducing the spread of sexually transmitted disease; improving maternal and child health; and increasing access to food and nutrition resources and promoting healthy living. The division is also the principal unit responsible for the issuance of certified vital records (death, birth and marriage); and the collection, analysis, storage and dissemination of health data. Programs under this division include:

- Center for Local Public Health Services;
- Office of Emergency Coordination;
- Office of Financial and Budget Services;
- Section for Disease Prevention;
- Section for Environmental Public Health;
- Section of Epidemiology for Public Health Practice;

- Section for Healthy Families and Youth;
- Section for Community Health and Chronic Disease Prevention;
- Section for Special Health Services; and
- State Public Health Laboratory.

The Division of Senior and Disability Services serves as the designated State Unit on Aging, working in partnership with the ten Area Agencies on Aging. It investigates allegations of elder abuse and administers programs designed to maximize independence and safety for adults who are at risk of abuse, neglect and financial exploitation or have long-term care needs that can be safely met in the community. Programs under this division include:

- Bureau of Senior Programs;
- Central Registry Unit;
- Office of Long Term Care Ombudsman; and
- Section for Adult Protective and Community Services.

The Division of Regulation and Licensure ensures the quality of a variety of entities including child care facilities; hospitals and ambulatory surgical centers; medical and industrial sources of radiation; home health and hospice providers; long-term care facilities including residential care, assisted living facilities, intermediate care and skilled nursing facilities; emergency medical services; and pharmacies and persons authorized to prescribe or dispense controlled substances. Programs under this division include:

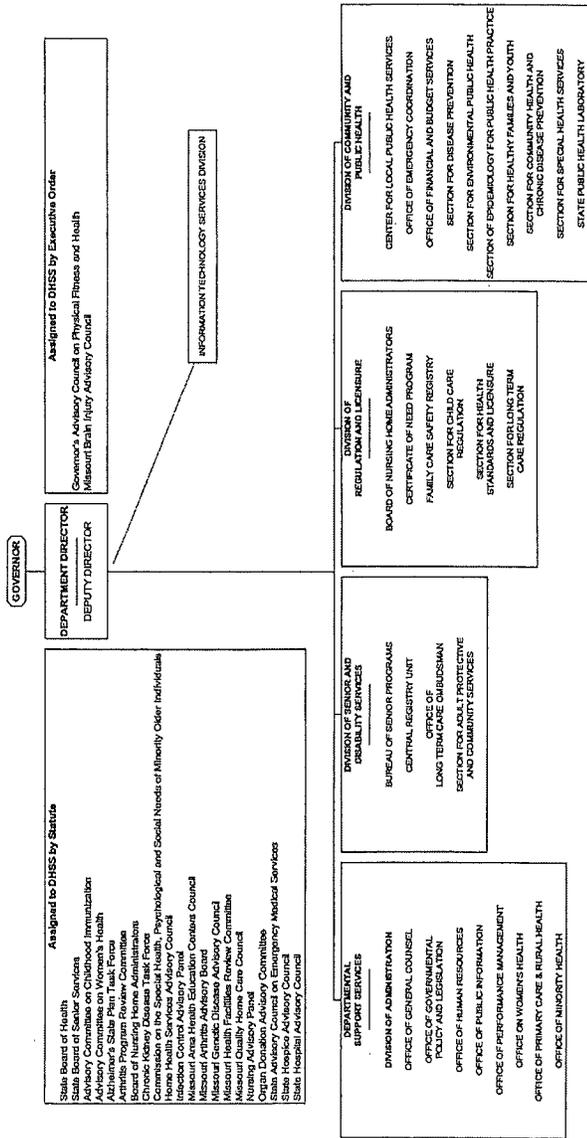
- Board of Nursing Home Administrators;
- Certificate of Need Program;
- Family Care Safety Registry;
- Section for Child Care Regulation;
- Section for Health Standards and Licensure; and
- Section for Long Term Care Regulation.

The following Boards and Commissions are assigned to the Department of Health and Senior Services by statute or executive order:

- State Board of Health;
- State Board of Senior Services;
- Advisory Committee on Childhood Immunization;
- Advisory Committee on Women's Health;
- Alzheimer's State Plan Task Force;
- Arthritis Program Review Committee;
- Board of Nursing Home Administrators;
- Chronic Kidney Disease Task Force;
- Commission on the Special Health, Psychological and Social Needs of Minority Older Individuals;
- Governor's Advisory Council on Physical Fitness and Health;
- Home Health Services Advisory Council;
- Infection Control Advisory Panel;
- Missouri Area Health Education Centers Council;
- Missouri Arthritis Advisory Board;
- Missouri Brain Injury Advisory Council;
- Missouri Genetic Disease Advisory Council;

- Missouri Health Facilities Review Committee;
- Missouri Quality Home Care Council;
- Nursing Advisory Panel;
- Organ Donation Advisory Committee;
- State Advisory Council on Emergency Medical Services;
- State Hospice Advisory Council; and
- State Hospital Advisory Council.

Department of Health and Senior Services



10/14/13

## APPENDIX C — DEPARTMENTAL PLANS

DEPARTMENT OF HEALTH AND SENIOR SERVICES  
EXECUTIVE SALARY SCHEDULE

Exec. Level	Range	Salary Range*		Title
		Minimum	Maximum	
I	44	\$85,628	\$124,472	Department Director
II	42	\$78,512	\$113,924	Deputy Department Director
III	40	\$72,044	\$104,360	Director, Division of Community and Public Health
III	40	\$72,044	\$104,360	Director, Division of Senior and Disability Services
III	40	\$72,044	\$104,360	Director, Division of Regulation and Licensure
IV	38	\$67,484	\$95,540	Director, Division of Administration
VI	31	\$48,632	\$70,496	Director, Certificate of Need
VI	31	\$48,632	\$70,496	Director, Board of Nursing Home Administrators

\*Fiscal Year 2014 salary adjustments are effective January 1, 2014.



GOVERNOR OF MISSOURI  
JEFFERSON CITY  
65102

JEREMIAH W. CLAYTON  
GOVERNOR

RECEIVED & FILED

DEC 20 2013

SECRETARY OF STATE  
COMMISSIONS DIVISION  
P.O. Box 700  
(672) 751-9222

December 20, 2013

The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Higher Education dated November 4, 2013, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

GOVERNOR

12-20-2013  
DATE

ATTEST:

SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)



November 4, 2013

Doug Nelson, Interim Commissioner  
Office of Administration  
State Capitol Building, Room 125  
Jefferson City, MO 65102

Dear Commissioner Nelson:

I am pleased to provide this update to the Missouri Department of Higher Education departmental plan, in accordance with the Omnibus State Reorganization Act of 1974 and Ms. Lori Strong-Goeke's recent request. The update includes a revised organizational chart and updated salary information for all major positions.

The Missouri Department of Higher Education has made a number of changes in structure and functional responsibilities due to the resignation and retirement, respectively, of two senior staff members. The responsibilities of the Deputy Commissioner for Legislative Relations were combined with Financial Outreach and Proprietary Certification. The separate functions of Communications and Marketing were combined under a single Director of Communications and Marketing. As a result of these changes, one senior staff position and one mid-level staff position were eliminated and a senior fiscal officer position was created to oversee both external (statewide) and internal (department) budgeting.

Please do not hesitate to contact me if you have any questions or need additional information.

Regards,

David R. Russell, Ph.D.  
Commissioner of Higher Education

www.dhe.mo.gov • info@dhe.mo.gov  
205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

### Missouri Department of Higher Education

The Missouri Department of Higher Education carries out the goals and administrative responsibilities of the Coordinating Board for Higher Education, which coordinates the state system of higher education. The CBHE is made up of citizens from each of the state's eight congressional districts plus one at-large position.

The MDHE serves about 463,000 students through 13 public four-year campuses, 20 public two-year colleges, one public two-year technical college, 25 independent colleges and universities, and 155 proprietary and private career schools.

#### Major Public Policy Functions

##### *Fiscal*

- Coordinate and submit a unified higher education budget request
- Oversee implementation of the Higher Education Student Funding Act (commonly referred to as "tuition stabilization")

##### *Planning*

- Develop and implement a coordinated plan for higher education
- Collect and analyze data
- Establish state and institution-specific performance measures
- Conduct institutional mission reviews
- Develop policy for the CBHE

##### *Academic Programs*

- Review public and independent institutions' academic programs and approve public institutions' programs
- Approve off-site programs offered by public institutions
- Set competencies for first courses in major subject areas
- Establish student transfer and reverse transfer guidelines
- Promulgate rules to ensure faculty credentials and student evaluations are posted on institutional websites

##### *Institutional Relationships*

- Coordinate reciprocal agreements, which create opportunities for students to attend programs at institutions in other states for a reduced cost
- Approve establishment of residence centers
- Conduct binding dispute resolution
- Impose fines on institutions that willfully disregard state policy
- Encourage cooperative agreements between public institutions that do not offer graduate degrees and those that do for purposes of offering graduate degree programs on campuses of those public institutions that do not otherwise offer graduate degrees
- Establish admission guidelines consistent with institutional missions

- Establish guidelines to help institutions with decisions relating to residence status of students
- Establish standards for the organization of community colleges

*Financial Aid*

- Administer grant and scholarship programs for undergraduate and graduate students
- Ensure institutional compliance with the tuition limitation provisions for returning combat veterans
- Determine eligibility for tuition and fee waivers for certain students who have been in foster care or other residential care under the department of social services

*State Guaranty Agency for Student Loans*

- Administer Missouri Student Loan Program
- Administer the Missouri Department of Higher Education Default Prevention Grant Program
- Review; approve and pay lender insurance claims
- Recover defaulted student loan borrowers

*Early Awareness*

- Administer the federal College Access Challenge Grant to help improve the information provided to high school students about postsecondary opportunities and increase the state's college going rate
- Publish informational items to encourage and assist with degree attainment and financial literacy
- Offer free presentations to Missouri students, families and high school counselors regarding planning and paying for college
- Provide free online training to financial aid officers, students and families

*Proprietary Schools*

- License and oversee all for-profit Missouri certificate or degree granting institutions
- License and oversee some not-for-profit Missouri certificate or degree granting institutions
- License and oversee certain types of student recruitment by non-Missouri institutions
- Oversee recertification of proprietary institutions

*Missouri State Anatomical Board*

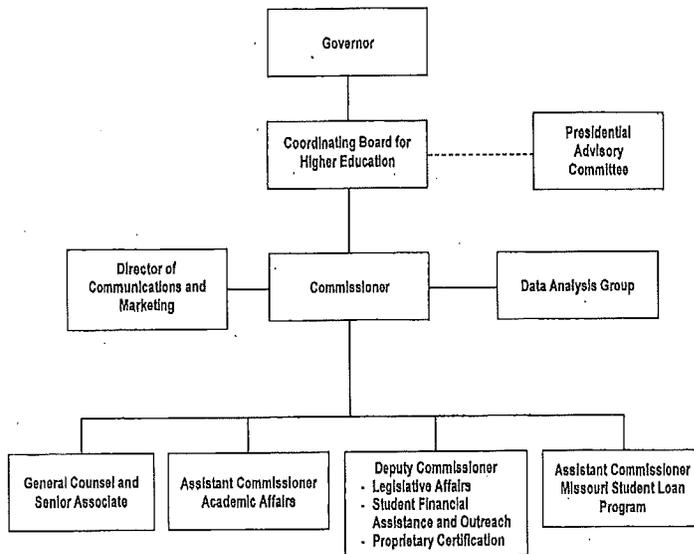
- Comprised of the heads of departments of anatomy and professors and associate professors of anatomy at the educational institutions of the state of Missouri
- Controls the disposal and delivery of "unclaimed" human bodies requiring burial at public expense and distributes them for scientific study to certain qualified schools (RSMo. 194.120-180)

**Presidential Advisory Committee**

- Comprised of 32 members, who are the presidents or chancellors of the state's public four-year and two-year institutions and representatives of five accredited private institutions selected biennially under the supervision of the CBHE by presidents of all of the state's privately supported institutions, but always to include at least one representative from one privately supported community college, one privately supported four-year college and one privately supported university
- Advises the CBHE of the institutions' views on matters within the purview of the CBHE



**Organizational Chart**



November 2013

Department of Higher Education  
Current Salary Schedule

Title	FY2014 Salaries
Commissioner of Higher Education* *Note: salary set by the Coordinating Board for Higher Education	\$170,500
Deputy Commissioner - Financial Outreach and Proprietary Certification	\$91,988
Assistant Commissioner - Academic Affairs	\$78,500
Assistant Commissioner - Missouri Student Loan Program	\$78,784
General Counsel and Senior Associate	\$78,500

\*FY 2014 salary adjustments are effective January 1, 2014

APPENDIX C — DEPARTMENTAL PLANS



GOVERNOR OF MISSOURI

JEFFERSON CITY  
65102

JEREMIAH W. CLAYTON  
GOVERNOR

RECEIVED & FILED

DEC 20 2013

SECRETARY OF STATE  
COMMISSIONS DIVISION  
(673) 761-9222

December 20, 2013

The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Insurance, Financial Institutions and Professional Registration dated October 30, 2013, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*[Signature]*  
GOVERNOR

12-20-2013  
DATE

ATTEST:

*[Signature]*  
SECRETARY OF STATE

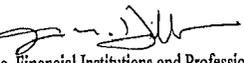
Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

## Memo

To: Douglas E. Nelson, Commissioner  
Office of Administration

From: John M. Huff, Director   
Department of Insurance, Financial Institutions and Professional Registration

Date: 10/30/2013

Re: Department Organization Structure Update

---

Please find attached the organizational plan for the Department of Insurance, Financial Institutions and Professional Registration. This organization plan submittal includes the following changes:

- With the passage of Senate Bill 262 this past session, the department is now responsible for the licensing of navigators. This was added to our organization plan description as appropriate.
- The pay ranges were updated to reflect the amount approved in the FY14 budget for the statewide pay plan.

If you have any questions about this plan, please contact Susan Cardwell at 526-2938.

Attachment

Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

#### ORGANIZATION PLAN AND CHART

The Department of Insurance, Financial Institutions and Professional Registration ("DIFP") is charged with the administration and execution of laws relating to insurance in Chapters 325 and 374 through 385, RSMo, health service organizations and health maintenance organizations in Chapter 354, RSMo, insurance-related provisions in the workers' compensation law in Chapter 287, the tort laws in Chapter 537, RSMo, laws relating to finance in Chapters 361 through 369 and 371, RSMo, credit unions in Chapter 370, RSMo, and the regulation of numerous professions under Chapters 209, 214, 256, 324, 326 through 346, 436 and 620, RSMo.

The head of DIFP is a director appointed by the Governor with the advice and consent of the Senate under the authority of Section 374.020, RSMo. The director is assisted by a deputy director and by seven division directors carrying out various regulatory and administrative responsibilities.

Three divisions primarily relate to the monitoring of insurance markets and the functional regulation of participants in those markets:

**Consumer Affairs Division** – This division assists the general public in resolving complaints against insurance companies, producers and navigators, providing information to consumers and investigating complaints of insurance fraud and unfair claims settlement practices.

**Insurance Market Regulation Division** – This division protects the interests of Missouri's insurance-buying consumers by routinely reviewing insurance contracts and examining insurance offices to ensure companies are conducting business in compliance with state laws and regulations.

**Insurance Company Regulation Division** – This division administers the admission of insurance companies into the Missouri market and monitors the financial condition of all Missouri based insurance companies. This division is also responsible for monitoring the financial condition and the licensing of captive insurance companies.

These three divisions are led by division directors appointed by the DIFP director. The primary responsibility of the deputy director is the administration of the three insurance-related divisions.

Two divisions relate to the function of regulating participants in the business of finance:

**Division of Finance** – This division is responsible for the incorporation and regulation of state-chartered banks, trust companies, savings banks and other entities in the Missouri finance market and monitors the activity of participants in the finance markets.

301 West High Street, Room 630, P.O. Box 690 • Jefferson City, Missouri 65102-0690  
Telephone 673/761-4126 • TDD 1-673-628-4636 (Hearing Impaired)  
<http://www.difp.mo.gov>

Division of Credit Unions – This division administers the entry of credit unions into the Missouri finance market and monitors the activity of those participants in the finance markets.

The sixth division is the Division of Professional Registration. Professional Registration is charged with protecting the public by licensing qualified professionals, enforcing professional standards and maintaining communication with the licensed professionals. The division coordinates the efforts of 40 regulatory boards and commissions.

The seventh division in DIFP is the Administration Division. This division is responsible for the general operation and support within the department, including budgeting, human resources, fiscal management and strategic planning. The division is also responsible for the licensing of insurance producers operating within the state as well as public adjusters, bail bondsmen, surety recovery agents, surplus line brokers, motor vehicle service contract providers & producers, portable electronics insurance providers and navigators. This division is led by a division director appointed by the DIFP director.

The Director of DIFP also receives assistance from a public information officer; a legislative affairs counsel; a legal section which provides legal advice to the director and prosecutes administrative and civil enforcement actions; and a receivership section that supervises insolvent insurance companies placed into court receivership.

Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

Division of Professional Registration Board/Commission Listing

Behavior Analyst Advisory Board  
Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects  
Board for Respiratory Care  
Board of Accountancy  
Board of Chiropractic Examiners  
Board of Cosmetology and Barber Examiners  
Board of Embalmers & Funeral Directors  
Board of Examiners for Hearing Instrument Specialists  
Board of Geologist Registration  
Board of Nursing  
Board of Occupational Therapy  
Board of Optometry  
Board of Pharmacy  
Board of Podiatric Medicine  
Board of Private Investigator and Private Fire Investigator Examiners  
Board of Registration for the Healing Arts  
Board of Therapeutic Massage  
Committee for Professional Counselors  
Committee for Social Workers  
Committee of Dietitians  
Committee of Interpreters  
Committee of Psychologists  
Dental Board  
Interior Design Council  
Missouri Acupuncturist Advisory Committee  
Missouri Advisory Commission for Anesthesiologist Assistants  
Missouri Advisory Commission for Clinical Perfusionist  
Missouri Advisory Commission for Dental Hygienists  
Missouri Advisory Commission for Physician Assistants  
Missouri Advisory Commission for Professional Physical Therapists  
Missouri Advisory Commission for Speech-Language Pathologists & Audiologists  
Missouri Athletic Trainer Advisory Committee  
Office of Athlete Agents  
Office of Athletics  
Office of Endowed Care Cemeteries  
Office of Tattooing, Body Piercing & Branding  
Real Estate Appraisers Commission  
Real Estate Commission  
State Committee of Marital & Family Therapists  
Veterinary Medical Board

301 West High Street, Room 630, P.O. Box 690 • Jefferson City, Missouri 65102-0690 •  
Telephone 673/761-4126 • TDD 1-673-626-4536 (Hearing Impaired)  
<http://www.dip.mo.gov>

Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

---

Division of Finance Board/Commission Listing  
State Banking and Savings and Loan Board  
Residential Mortgage Board

Division of Credit Unions Board/Commission Listing  
Credit Union Commission

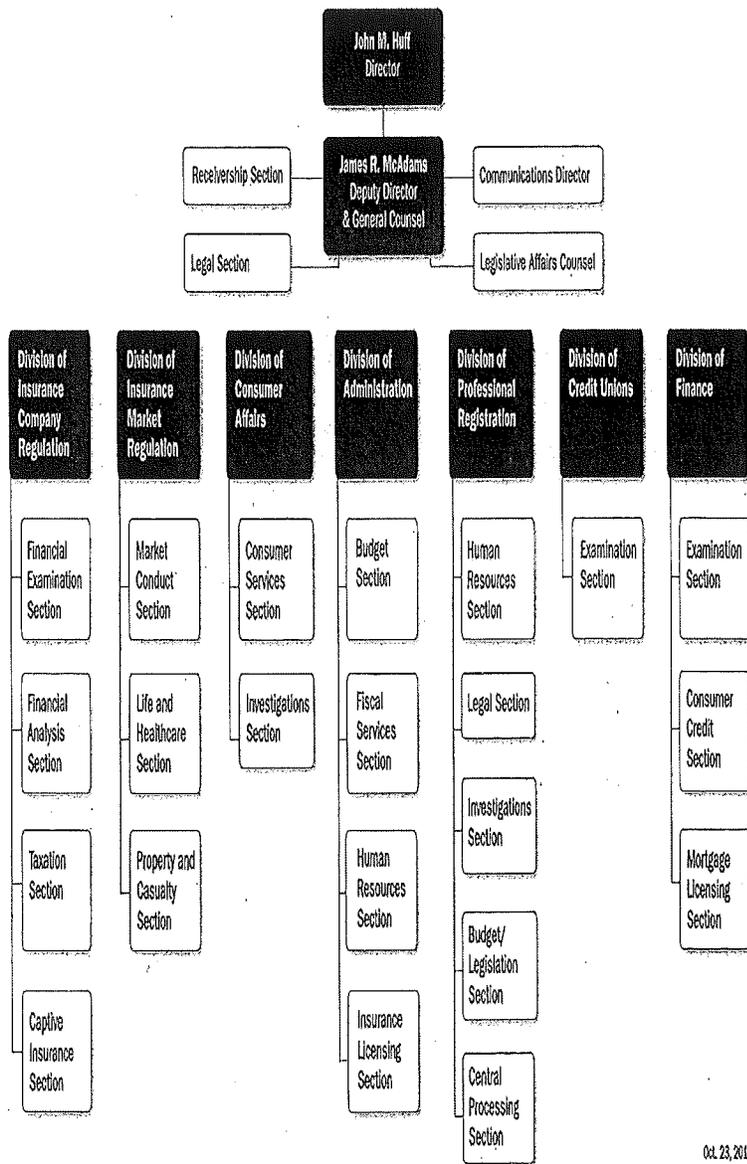
Insurance Divisions Board/Commission Listing  
Workers' Compensation Determination Review Board

301 West High Street, Room 630, P.O. Box 690 • Jefferson City, Missouri 65102-0690  
Telephone 573/761-4128 • TDD 1-873-528-4536 (Hearing Impaired)  
<http://www.difp.mo.gov>



Department of Insurance,  
Financial Institutions &  
Professional Registration

# DIFP organizational chart



Oct. 23, 2013

DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND  
PROFESSIONAL REGISTRATION  
SALARY SCHEDULE

Executive Level	Title	FY2014 Salary Range***	
		Minimum	Maximum
I	Department Director	\$85,628	\$124,472
II	Deputy Director/General Counsel	\$78,512	\$113,924*
IV	Division Director, Consumer Affairs	\$67,484	\$95,540
	Division Director, Credit Unions**		\$96,491
	Division Director, Finance**		\$105,872
	Chief Financial Examiner, Insurance Company Regulation		\$105,174
IV	Division Director, Insurance Market Regulation	\$67,484	\$95,540
IV	Division Director, Professional Registration	\$67,484	\$95,540
IV	Division Director, Administration	\$67,484	\$95,540

\*Maximum authorized to be \$1,000 less than the Director's salary, per Section 374.120, RSMo.

\*\*These positions are exempt from the Uniform Classification and Pay System (UCPS), pursuant to enactment of House Bill 379 and Senate Bill 318 (TAFP 2005).

\*\*\*FY 2014 salary adjustments are effective January 1, 2014.

APPENDIX C — DEPARTMENTAL PLANS



GOVERNOR OF MISSOURI  
JEFFERSON CITY  
65102

JEREMIAH W. LAYMAN  
GOVERNOR

RECEIVED & FILED

DEC 20 2013

SECRETARY OF STATE  
COMMISSION DIVISION  
(870) 761-3222

December 20, 2013

The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Labor and Industrial Relations dated October 29, 2013, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*[Signature]*  
GOVERNOR

12-20-2013  
DATE

ATTEST:

*[Signature]*  
SECRETARY OF STATE



421 East Dunklin Street, P.O. Box 504  
 Jefferson City, MO 65102-0504  
 Phone: 573-751-4091  
 Fax: 573-751-4135  
 www.labor.mo.gov  
 E-mail: diroffice@labor.mo.gov

JEREMIAH W. (JAY) HIXON  
 GOVERNOR

JULIE GIBSON  
 ACTING DEPARTMENT DIRECTOR

October 29, 2013

Doug Nelson  
 Commissioner of Administration  
 Capitol Building, Room 125  
 Jefferson City, MO 65102

Dear Commissioner Nelson:

In accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974, the Department of Labor and Industrial Relations submits its department plan, including executive pay plan and organizational chart. The plan accurately reflects the composition of the Department at this time.

The only requested change to the Department's organizational structure is an internal transfer of the Missouri Workers' Safety Program (MWSP) from the Division of Labor Standards (DLS) back to the Division of Workers' Compensation (DWC). In July 2006, the program was transferred to DLS based on the recommendation of the 2005 Missouri State Government Review Commission. The Commission stated the MWSP should be merged with the DLS' On-Site Safety and Health Consultation Program. The MWSP was created under the Workers' Compensation Statute (287.123) and is limited in nature and scope. The MWSP continued to be funded by the DWC after it transferred to the DLS.

Upon review of both safety programs, the Department believes that the transfer was not practical. The two programs have very specific defined goals and the On-Site Safety and Health Consultation Program is operated under OSHA standards, primarily a federally funded program. Because of the statute for the MWSP and the OSHA mandated training and educational requirements of the On-Site Program, the Department realized the merger of these programs was not beneficial or practical.

*Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.*

Relay Missouri: 800-735-2966

If you have any questions, please contact me or Tammy Cavender, Director of Administration, at 751-3977.

Sincerely,



JULIE GIBSON  
Director

Enclosures

c: Lori Strong-Goeke

## DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

## ORGANIZATIONAL PLAN

The Department of Labor and Industrial Relations (department) was created by Article IX section 49 of the Missouri Constitution. Operating under the authority of Chapter 286 RSMo, and others, the department promotes economic security, fosters safe and healthy workplaces and enforces labor and anti-discriminatory laws.

The Department is comprised of the Labor and Industrial Relations Commission and five divisions: (1) The Division of Employment Security; (2) The Division of Workers' Compensation; (3) The State Board of Mediation; (4) The Division of Labor Standards; and (5) The Missouri Human Rights Commission.

## DEPARTMENT MANAGEMENT

The Labor and Industrial Relations Commission (commission) shall be in charge of the Missouri Department of Labor and Industrial Relations as provided by Section 49, Article IV of the Missouri Constitution. The commission consists of three members appointed by the governor with the advice and consent of the Senate.

The department director is nominated by the commission, appointed by the governor, and confirmed by the Senate. The director is the chief administrative officer of the department. The director appoints the central management staff and some division directors, supervises the departmental agencies and advises the governor and General Assembly on matters relating to labor and industrial relations issues.

The deputy director supervises the departmental agencies and is responsible for the supervision of the administration within the department. The deputy director assists in legislative and budget efforts and performs functions as delegated by the department director.

The office of general counsel prepares legal opinions; advises the director and other management staff; litigates all employment security tax and benefit cases including appeals; assists in the collection of delinquent unemployment contributions; represents the department in matters before the Administrative Hearing Commission, the Equal Opportunity Commission and the Missouri Commission on Human Rights; represents the Missouri Commission on Human Rights in housing discrimination cases; and reviews contracts and leases.

The director of administration is responsible for the department's administrative support and operational functions including financial management, human resources, supply, procurement, research and analysis and administrative services.

#### LABOR AND INDUSTRIAL RELATIONS COMMISSION

The Labor and Industrial Relations Commission (commission) is composed of three commissioners and operates under the authority of Chapter 286, RSMo. Each commissioner is appointed to a staggered six year term by the governor with the advice and consent of the Senate. One member of the commission, who must be a licensed Missouri attorney, represents the public. The other two members represent employers and employees, respectively. The governor designates one member as chair. The commission hears appeals from administrative decisions in workers' compensation, unemployment compensation, and tort victims' compensation cases. The commission also hears and decides prevailing wage disputes. In addition, the commission approves or disapproves all rules or regulations proposed by the divisions within the department.

#### DIVISION OF EMPLOYMENT SECURITY

The Division of Employment Security (division), operating under the authority of Chapter 288, RSMo, administers the unemployment insurance program in Missouri. The division collects contributions from employers and pays unemployment benefits to individuals who are eligible under the law. Through four claims centers located in Jefferson City, St. Louis, Kansas City and Springfield, unemployed Missouri workers file initial and weekly claims for unemployment compensation by telephone or Internet. A person must have worked in employment covered under the Missouri Employment Security Law and earned enough qualifying wages in order to establish a claim for unemployment benefits. The division also pays federal Emergency Unemployment Compensation to eligible claimants who have exhausted all regular unemployment insurance benefits; pays Trade Readjustment Allowance benefits for those eligible workers who are unemployed as a result of imports or other trade conditions; and pays Disaster Unemployment Assistance benefits to eligible workers who are unemployed as a result of natural disasters as designated by the federal government. This program also audits claims for potential fraud, and establishes and collects overpaid unemployment insurance benefits.

Detailed wage records are kept on every worker reported by employers on the quarterly contribution and wage report in order to calculate benefits. The division establishes employers' unemployment insurance tax accounts; processes the quarterly contribution and wage reports; makes all accounting transactions in regard to employers' accounts, including benefit charges; conducts federally mandated audits; makes determinations in regard to the proper reporting of workers and workers wages; collects delinquent contributions (taxes) and contribution and wage reports; and calculates employers' annual tax rates.

#### DIVISION OF WORKERS' COMPENSATION

The Division of Workers' Compensation (division), operating under the authority of Chapter 287, RSMo, administers Missouri's Workers' Compensation Law. The division's primary function is to provide prompt and equitable resolutions of all cases involving work-related injuries and occupational diseases. The program also provides mediation services to resolve disputed issues between an employee and an employer or insurer. It oversees payments of rehabilitation of seriously injured workers, resolves disputes concerning the reasonableness of medical fees and charges, reviews and approves applications by employers or group trusts for self-insurance authority, investigates allegations of workers' compensation fraud and noncompliance, evaluates and certifies the safety programs of insurance carriers that write workers' compensation insurance policies, individual self-insureds, self-insured trusts and Second Injury Fund – approved physical therapy clinics; and collects surcharge payments to and processes benefit payments from the Second Injury Fund.

The program also administers the Tort Victims' Compensation program and the Line of Duty Compensation Fund (due to passage of HB 580 in 2009), which provides a \$25,000 benefit to the estate of any public safety officer killed in the line of duty.

#### STATE BOARD OF MEDIATION

The State Board of Mediation is a quasi-judicial board created by the General Assembly in 1947. This five-member board is appointed by the governor. Two members are employers or selected from an association representing employers. The other two members hold membership in a bona fide trade or labor union. The fifth member is a neutral party who serves as full-time chair and executive director of the agency.

The Board of Mediation regulates the labor relations of public utilities and determines appropriate bargaining units of public employees, based on the respective community of interests. The Board of Mediation also conducts elections to determine the representation status of petitioning bargaining units.

**DIVISION OF LABOR STANDARDS**

The Division of Labor Standards, operating under the authority of Chapters 290, 291, 293, and 294 RSMo, consists of three sections: Wage and Hour, On-Site Safety and Health Consultation, and Mine and Cave Safety and Health. The division's responsibilities include issuing child labor work permits, assisting the public with issues relating to wage, hours and dismissal rights, investigating child labor, prevailing wage and minimum wage complaints and ensuring safe and healthy workplaces through inspections and consultations.

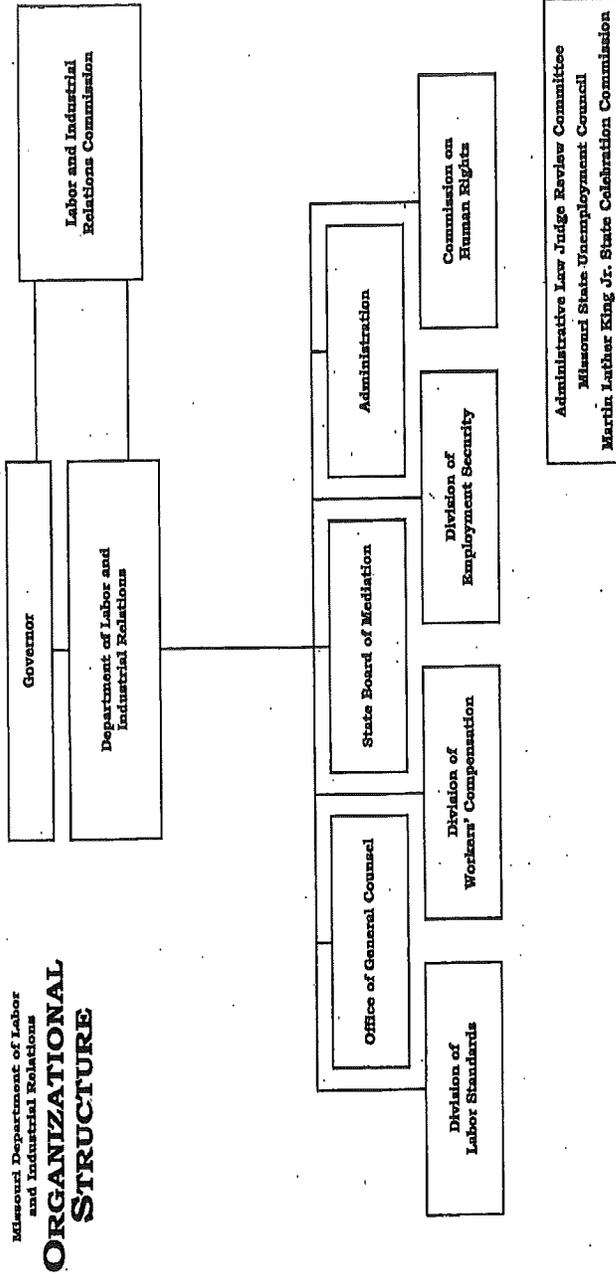
**COMMISSION ON HUMAN RIGHTS**

The Missouri Commission on Human Rights (MCHR), operating under the authority of Chapter 213 RSMo, provides equitable and timely resolution of discrimination claims through the enforcement of the Missouri Human Rights Act. The commission also advises, recommends and implements ways to prevent and eliminate discrimination.

The MCHR oversees the Martin Luther King, Jr. State Celebration Commission. The commission was established by Executive Order 85-19 to consider and recommend to individuals and organizations appropriate activities for the recognition and celebration of MLK, Jr. Day in Missouri.

Missouri Department of Labor and Industrial Relations  
Boards and Commissions

- Administrative Law Judge Review Committee
- Labor and Industrial Relations Commission
- Missouri Commission on Human Rights
- Missouri State Unemployment Council
- State Board of Mediation
- Martin Luther King, Jr. State Celebration Commission



626 Missouri Department of Labor and Industrial Relations

*Department of Labor and Industrial Relations  
Executive Pay Plan  
Fiscal Year 2014*

Title	FY 2014 Salary Range**	
	<i>Minimum</i>	<i>Maximum</i>
Department Director	\$85,628	\$124,472
Deputy Director	\$78,512	\$113,924
Director, Division of Employment Security	\$72,044	\$104,360
Director, Division of Administration/HR Manager*		\$91,656
Director, Division of Labor Standards	\$67,484	\$95,540
Executive Director, MO Commission on Human Rights	\$67,484	\$95,540
Executive Director (Chair), State Board of Mediation	\$54,860	\$76,784
Director, Division of Workers' Compensation*		\$112,172
Labor and Industrial Relations Commission*		\$105,070

\* Note -- these positions are not part of the Executive Pay Plan; amount listed is actual salary as of July 1, 2013.

\*\*FY 2014 salary adjustments are effective January 1, 2014.

APPENDIX C — DEPARTMENTAL PLANS



RECEIVED & FILED

DEC 20 2013

GOVERNOR OF MISSOURI

SECRETARY OF STATE  
COMMISSIONS DIVISION

JEREMIAH W. UJAYI NIXON  
GOVERNOR

JEFFERSON CITY  
65102

P.O. Box 780  
65702 781-0888

December 20, 2013

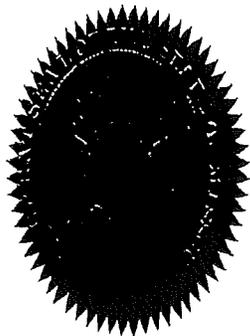
The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Mental Health dated  
October 31, 2013, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State  
Reorganization Act of 1974.

Attachment

[SEAL]



APPROVED:

GOVERNOR

12-20-2013  
DATE

ATTEST:

SECRETARY OF STATE

JEREMIAH W. (JAY) NIXON  
GOVERNOR

KEITH SCHAFFER, Ed.D.  
DIRECTOR



STATE OF MISSOURI  
DEPARTMENT OF MENTAL HEALTH

1706 EAST ELM STREET  
P.O. BOX 687  
JEFFERSON CITY, MISSOURI 65102  
(573) 751-4122  
(573) 751-8224 FAX  
[www.dmh.mo.gov](http://www.dmh.mo.gov)

MENTAL HEALTH COMMISSION

KATHY CARTER  
CHAIRPERSON  
DENNIS TESREAU  
SECRETARY  
GARY DUNCAN  
STEVE ROLING  
NEVA THURSTON  
DAVID L. VLACH, M.D.

October 31, 2013

Mr. Doug Nelson, Commissioner  
Office of Administration  
Room 125, State Capitol  
Jefferson City, MO 65102

Dear Doug:

Enclosed please find the Department of Mental Health's current organizational chart and salary schedule for executive and administrative positions. With the 2012 merger of the divisions of Alcohol and Drug Abuse and Comprehensive Psychiatric Center, the department has further updated its organizational structure to break out the department's administrative services. The Division of Administrative Services, formerly an office under the Deputy Director, continues to handle the budget, finance, accounting, reimbursement, Medicaid, purchasing, and general service activities for the department.

The Office of Comprehensive Child Mental Health, formerly under the Director, has been placed under the Deputy Department Director. The Office of Constituent Services, formerly known as Consumer Safety, has transitioned from the direction of the Assistant to the Director to the direction of the Deputy Department Director.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith Schaffer".

Keith Schaffer, Ed.D.  
Director

*An Equal Opportunity Employer; services provided on a nondiscriminatory basis.*

### Department of Mental Health

The Department of Mental Health was officially established on July 1, 1974 as a cabinet-level state agency by the Omnibus State Government Reorganization Act; however, its functions date back to 1847. The Department serves as the state's Mental Health Authority, establishing philosophy, policy, and standards of care.

State law provides three principal missions for the Department: (1) the prevention of mental disorders, developmental disabilities, substance use disorders, and compulsive gambling; (2) the treatment, habilitation, and rehabilitation of Missourians who have those conditions; and (3) the improvement of public understanding and attitudes about mental disorders, developmental disabilities, substance use disorders, and compulsive gambling.

The vision for the Missouri Department of Mental Health is "Hope, Opportunity, Community Inclusion - Missourians receiving mental health services will have the opportunity to pursue their dreams and live their lives as valued members of their communities." Missourians must know that mental illness is treatable, that persons with substance use disorders can triumph over their addictions, and that persons with developmental disabilities can be productive citizens and good neighbors in their communities.

#### Mental Health Commission

The Commission, composed of seven members, appoints the Director of the Department of Mental Health with confirmation of the Senate. Commissioners are appointed to four-year terms by the Governor, again with the confirmation of the Senate. Commissioners serve as policy advisers to the Department Director.

The Commission, by law, must include an advocate of community mental health centers, a physician who is an expert in the treatment of mental illness, a physician concerned with developmental disabilities, a member with business expertise, an advocate of substance abuse treatment, a citizen who represents the interests of consumers of psychiatric services and a citizen who represents the interests of consumers of developmental disabilities services.

#### Office of the Director

The seven-member Missouri Mental Health Commission serves as the principal policy advisory body to the Department Director. The Director's duties include planning, supervising and evaluating the provision of services for Missourians with mental illness, developmental disabilities and addiction disorders. The Department of Mental Health (DMH) is comprised of two program divisions, the Division of Behavioral Health and the Division of Developmental Disabilities, and the Division of Administration, and several support offices.

DMH serves approximately 170,000 Missourians annually through state-operated facilities and contracts with private organizations and individuals. The state-operated psychiatric facilities include inpatient psychiatric care for adults and children, and services provided for court appointed offenders to the Sexual Offender Rehabilitation Treatment Services unit. In addition, six habilitation centers and 11 regional centers serve individuals with developmental disabilities. Other services are purchased from a variety of privately operated programs statewide through approximately 1,500 contracts managed annually by DMH.

### Deputy Director

The Office of the Deputy Director provides the leadership and direction for a variety of department-wide and statewide functions that support program operations and services to DMH consumers. These include supervisory responsibility for the department's office of General Counsel, Human Resources, Deaf Services, and the Investigations Unit.

The Deputy Director also co-supervises the Assistant to the Director position in relation to the oversight of Consumer Safety and Disaster Readiness. The Deputy Director also leads special projects at the Department Director's discretion.

### Division of Administrative Services

The Division of Administrative Services oversees the Department of Mental Health budget. In addition, the Division of Administrative Services coordinates more than \$293 million of federal reimbursements from the care and treatment of DMH consumers in state operated facilities.

The Division is responsible for processing accounts payable for Central Office, Financial Management, Reporting and Control, Budget Development and Budget Control, Central Office General Services, Fleet Management, Procurement and Contract Management, Revenue Maximization, MO HealthNet, Medicare, and other revenue billings and collections.

### Division of Behavioral Health

The Division of Behavioral Health (DBH) provides comprehensive mental health and substance use disorder prevention, treatment, and recovery services in Missouri. The Division is responsible for seven adult psychiatric facilities, two children's facilities, and a statewide network of contracted community providers. About 130,000 people receive behavioral health services each year from programs operated or contracted by the Division.

The Division oversees nine state-operated facilities for people with serious mental illness and children with severe emotional disturbances. Seven of those facilities are hospitals that are fully accredited by The Joint Commission (TJC). The facilities include Fulton State Hospital; St. Louis Psychiatric Rehabilitation Center; Metropolitan St. Louis Psychiatric Center; Hawthorn Children's Psychiatric Hospital, St. Louis; Center for Behavioral Medicine, Kansas City; Northwest Missouri Psychiatric Rehabilitation Center, St. Joseph; Southeast Missouri Mental Health Center, Farmington; Cottonwood Residential Treatment Center, Cape Girardeau; and Southwest Missouri Psychiatric Rehabilitation Center, El Dorado Springs. The sexually violent predator treatment program operates in secure facilities in both Farmington and Fulton.

Forensic services are provided for evaluation, treatment, and community monitoring of individuals with mental illness and developmental disabilities who are involved in the criminal justice system under the order and direction of circuit courts. The Division supervises about 400 forensic clients on conditional release statewide and conducts an average of 492 pretrial evaluations each year.

Community-based treatment is provided through contracted, certified agencies that serve children, youth, and adults. Administrative Agents are designated by state law as entry points into the mental health system for people with serious mental illness. Services provided by Division contractors include the Community Psychiatric Rehabilitation Program (CPRP) for adults with serious mental illness and youth with serious emotional disturbances, and the Comprehensive Substance Treatment and Rehabilitation (CSTAR) Program, which provides general adult treatment as well as specialized services for pregnant and postpartum women, women with children, adolescents, and individuals who are addicted to heroin or prescription

opiates. Other statewide programs include the Disease Management 3700 project, the Health Home Initiative, and the Substance Abuse Traffic Offender Program (SATOP). Outpatient treatment for compulsive gamblers and their families is provided by contracted agencies that employ specially trained counselors.

Specialized services for children and youth with severe emotional disturbances are provided in a variety of settings, including schools, state-operated facilities, and community-based programs. Recovery services support individuals in recovery from serious mental illness or severe substance use disorders. They include employment programs and affordable housing options, as well as Consumer Operated Service Programs (COSP), and other evidence-based peer services.

Substance abuse prevention and mental health promotion are offered through community- and school-based providers that target individuals, families, and communities. Emphasis is placed on evidence-based programs and practices. There is a network of community coalitions, a statewide training resource center, regional support centers, direct service programs for high risk-youth, college-based services, school-based prevention, and intervention programs as well as other statewide initiatives including suicide prevention, crisis intervention training for law enforcement, tobacco cessation, and Mental Health First Aid.

#### Division of Developmental Disabilities

The Division of Developmental Disabilities (DD), established in 1974, serves persons with developmental disabilities such as mental retardation, cerebral palsy, head injuries, autism, epilepsy, and certain learning disabilities.

Such conditions must have occurred before age 22 with the expectation that they will continue. To be eligible for services from the Division, persons with these disabilities must have substantial functional limitations in two or more of the following six areas of major life activities: self-care, receptive and expressive language development and use, learning, self-direction, capacity for independent living or economic self-sufficiency, and mobility.

The Division's focus is on improving the lives of persons with developmental disabilities and their families through programs, supports, and services to enable persons with developmental disabilities to live independently and productively. In 1988, the Division began participation in the Medicaid home and community-based waiver program designed to help expand needed services throughout the state.

Specialized services are either provided directly or purchased through contracts by 16 entities operated by the Division. The Division's 11 regional offices are the primary points of entry into and exit from the system. The regional offices determine eligibility, provide service coordination and work with individuals, families, and contract with Senate Bill 40 Boards, and private providers for the provision of a comprehensive array of services in the following areas: Albany, Central Missouri, Hannibal, Joplin, Kansas City, Kirksville, Poplar Bluff, Rolla, Sikeston, Springfield, and St. Louis.

There are also five state operated habilitation centers, Bellefontaine Habilitation Center, Higginsville Habilitation Center, Marshall Habilitation Center, Southeast Missouri Residential Services, and St. Louis DDTC, which primarily provide residential care and habilitation services to persons who are medically and behaviorally challenged, or court committed. All habilitation centers are Title XIX certified as Intermediate Care Facilities for the Mentally Retarded (ICF/MR).

There are five locations providing state operated community programs through the Home and Community Based Waiver. Those include Higginsville, Nevada, Marshall, and Southeast Missouri Residential Services in Sikeston and Poplar Bluff.

#### Assigned Boards and Commissions

The *Commission on Autism Spectrum Disorders* was established in August 2009 per RSMo 633.200. The Commission is housed within the Department of Mental Health (with direct oversight from the Division of Developmental Disabilities). The Commission shall advise and make recommendations to the Governor, General Assembly, and relevant state agencies regarding matters concerning all state levels of autism spectrum disorder services, including health care, education, and other adult and adolescent services. The Commission is comprised of 24 members and shall consist of a broad representation of Missouri citizens, both urban and rural, who are concerned with the health and quality of life for individuals with autism spectrum disorder. The members of the Commission, other than the members from the General Assembly and ex-officio members, are appointed by the Governor with the advice and consent of the Senate.

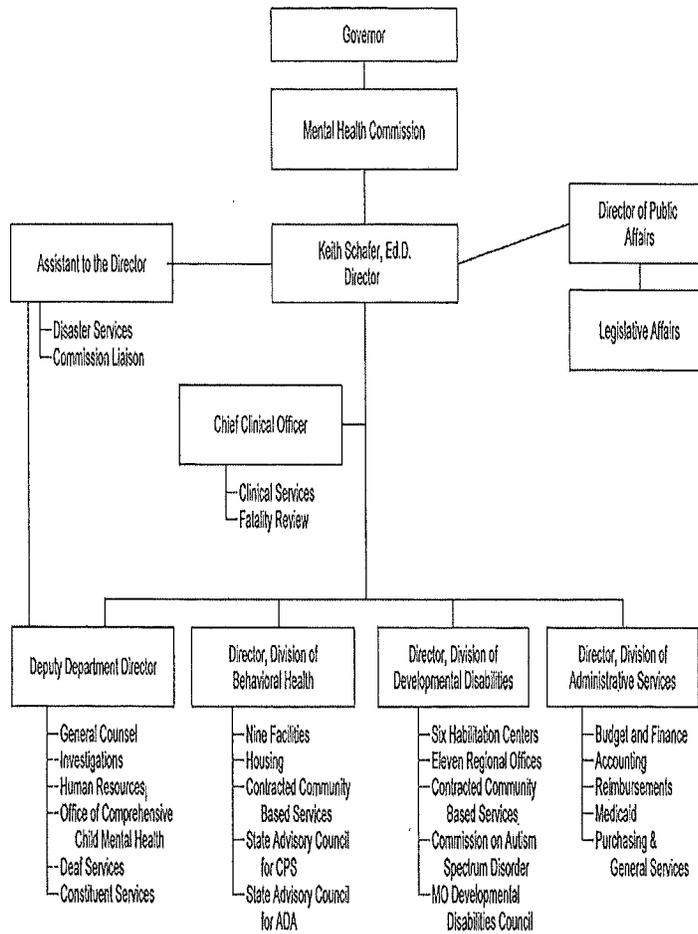
The *Missouri Developmental Disabilities Council* was created in 1971 under federal legislation. The Council's federal mandate is to plan, advocate for, and give advice concerning programs and services for persons with developmental disabilities that will increase their opportunities for independence, productivity, and integration into communities. The Council also serves, under Missouri statute, as the Missouri Advisory Council on Mental Retardation, and Developmental Disabilities, providing advice to the Division and its Director. The council consists of up to 25 members that are appointed by the Governor. Additionally, Missouri statute allows the Director of the Division of DD to establish Regional Developmental Disabilities Advisory Councils in any of the regions of the state to advise and participate in the development of regional plans of programs and supports and services for persons with developmental disabilities. The regional councils may have up to 20 members who reside in the region and serve staggered three-year terms. The council members are appointed by the Division Director.

The *Missouri Advisory Council on Alcohol and Drug Abuse* was established in state statute in 1980 to serve as an advisory body on substance use disorder policy, prevention, and treatment activities in the state of Missouri. The council is comprised of up to 25 members. Members have professional, research, and/or personal interest in the delivery of substance abuse prevention, treatment, and recovery services.

The *State Advisory Council for Comprehensive Psychiatric Services* was first established in 1977 by Governor's executive order. The Council is comprised of 25 members who advise on the development and coordination of a statewide system of care for children/youth with severe emotional disturbances, and adults with serious mental illness, and their families. Council members are primary consumers, family members, service providers, and state agency representatives. The Council by-laws state the Council will: (1) advise the Division in the development of models of services, long range planning, and budgeting priorities; (2) identify statewide needs, gaps in services, and movement toward filling those gaps; (3) provide education and information about mental health issues; (4) monitor, evaluate, and review the allocation and adequacy of mental health services within the state; and (5) provide oversight for suicide prevention activities.

DEPARTMENT OF MENTAL HEALTH

October 2013



Revised 9/27/2013

FY 2014  
Salary Range

<u>DEPARTMENT OF MENTAL HEALTH</u>	Executive		
	Pay Level	***Low	***High
Department Director (Non-Physician)*:	I	\$85,628.00	- \$124,472.00
Deputy Department Director:	II	\$78,512.00	- \$113,924.00
Chief Clinical Officer (Board Certified Psychiatrist) **:			- \$174,383.12
Director, Division of Behavioral Health:	III	\$72,044.00	- \$104,360.00
Director, Division of Developmental Disabilities:	III	\$72,044.00	- \$104,360.00
Director, Division of Administrative Services****:			- \$104,360.00
Deputy Director for Human Resources:	IV	\$67,484.00	- \$95,540.00

\*Appropriated Amount – State Mental Health Commission sets salary.

\*\*Actual Salary – Currently over the Executive Level III range due to the employee being a board certified Psychiatrist. An exception to the current executive pay plan assignment was recommended by the Personnel Advisory Board and approved by the Commissioner of Administration. The salary range for Executive Level III remains in effect when the incumbent is not a board certified Psychiatrist.

\*\*\*FY 2014 salary adjustments are effective January 1, 2014.

\*\*\*\*This position is not part of the Executive Pay Plan; the amount listed is the actual salary as of January 1, 2014.

APPENDIX C — DEPARTMENTAL PLANS



GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAH W. WAJNIXON  
GOVERNOR

RECEIVED & FILED

DEC 20 2013

SECRETARY OF STATE  
COMMISSIONS DIVISION  
P.O. Box 720  
(573) 751-3222

December 20, 2013

The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Natural Resources dated November 21, 2013, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]



APPROVED:

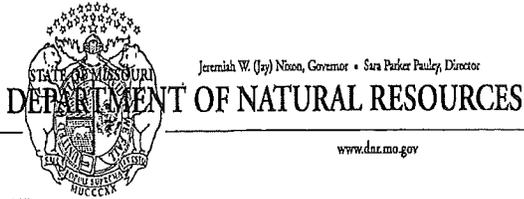
GOVERNOR

12-20-2013  
DATE

ATTEST:

SECRETARY OF STATE

www.governor.mo.gov



NOV 21 2013

Douglas B. Nelson, Commissioner  
Office of Administration  
State Capitol Building, Room 125  
Jefferson City, MO 65101

Dear Commissioner Nelson:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, I respectfully submit the attached departmental plan for the Department of Natural Resources.

We have several changes in our agency structure this year. Executive Order 13-03 transferred the Division of Energy from the Department of Natural Resources to the Department of Economic Development. Additionally, House Bill 28 moved the DNR Land Survey Program to the Missouri Department of Agriculture (MDA). Accordingly we have made changes to our plan narrative and organizational chart. Several boards and commissions moved with these transfers, including the Missouri Propane and Research Council, the Low Income Weatherization Assistance Policy Advisory Council and the Land Survey Advisory Committee. In addition, HB28 deleted the State Inter-Agency Council for Outdoor Recreation.

Due to the transfer of the Land Survey program to MDA, we have renamed the Division of Geology and Land Survey the Missouri Geological Survey. Additionally, the Division of State Parks has been renamed Missouri State Parks.

In addition, a revised executive pay plan to account for the FY2014 pay plan increase and the removal of the Division of Energy Director is included.

If you have any questions, please feel free to contact me.

Sincerely,

DEPARTMENT OF NATURAL RESOURCES

Sara Parker Pauley  
Director

SPP:lgk



Enclosures

- c: Lori Strong-Goeke, Assistant Director, OA Division of Budget and Planning  
Lori Gordon, Director, Division of Administrative Support

CA 110

**DEPARTMENT OF NATURAL RESOURCES**  
**Organizational Plan**

The goal of the Department of Natural Resources is to provide a unified organizational structure for the management of Missouri's natural resources.

The Director, appointed by the Governor and confirmed by the Senate, is the chief executive officer and appointing authority of the Department of Natural Resources. The Director is empowered to allocate and reallocate duties and functions to create an organization which promotes the economical and efficient administration of the agency's duties.

Councils and Commissions assigned to the Department of Natural Resources by Type II transfers retain certain of their policy-making authorities. Included are the Air Conservation Commission, the Clean Water Commission, the Land Reclamation Commission, the Soil and Water Districts Commission and the State Oil and Gas Council. The Department of Natural Resources is composed of the Office of Director, Administrative Support and programmatic divisions. These programmatic divisions are Environmental Quality, Missouri State Parks and Missouri Geological Survey.

**OFFICE OF THE DIRECTOR**

The Office of Director is the central management unit within the Department of Natural Resources. Responsibilities include coordinating, developing, and implementing the department's strategic planning efforts, policy research, legislative initiatives, information services, environmental education and communication activities of the department. The Director's Office is responsible for providing overall direction for the department.

**ADMINISTRATIVE SUPPORT**

The Division of Administrative Support includes the functions of budget development, financial resource allocations, internal audit, accounting, human resources, employee relations, procurement, grants management and general services.

**ENVIRONMENTAL QUALITY**

The Division of Environmental Quality oversees the state's environmental management in the areas of water pollution and drinking water, air pollution control, hazardous waste management, solid waste management, and mining reclamation. The division also includes environmental services and regional office functions and activities.

**Water Protection** helps ensure clean and safe water for all Missourians. To help ensure safe drinking water, Water Protection provides financial and technical assistance to public drinking water supplies, sets standards for safety and testing, issues permits and conducts compliance efforts, where necessary. Clean water is vital to a healthy economy. Water Protection protects Missouri's surface and groundwater for drinking water, recreation, farming and industrial uses including fishing, swimming, livestock watering and irrigation. To help ensure clean water, Water Protection classifies water bodies, establishes safe levels to protect the uses of each, issues permits to wastewater treatment discharges and provides technical and financial assistance to improve water quality. Water Protection also monitors the water quality of streams and lakes

and develops strategies to restore impaired waters; permits large concentrated animal feeding operations; and administers low-interest loan and grant programs to help ensure Missouri communities develop adequate water infrastructure at an affordable cost. Water Protection also trains and certifies operators at Missouri's water supply and wastewater treatment plants.

Air Pollution Control strives to maintain and improve the quality of Missouri's air to protect public health, general welfare and the environment. Air Pollution Control operates according to the Clean Air Act, Missouri Air Conservation Law and State Implementation Plans and Rules. Air Pollution Control issues construction and operating permits to help ensure facilities are built in compliance with the laws and rules and not operating in a manner to cause violations of federal and state, health-based air quality standards. Air Pollution Control, working with the department's regional offices, identifies facilities that are not in compliance and works with them to reach compliance. If those efforts are unsuccessful, Air Pollution Control will start enforcement action.

By collecting air monitoring and emission inventory information, Air Pollution Control provides benchmark data and measures collected data against that benchmark to provide an indicator of whether air pollution control in Missouri is successful. When EPA promulgates an air quality standard for a pollutant, it triggers a process to evaluate each county in the state and determine what areas of the state violate the new standard. EPA then designates those areas found to "cause or contribute" to the violation as "nonattainment" areas. This designation then triggers a 3-year time frame for the state to submit a State Implementation Plan, which is a plan to detail what measures the state will implement to improve air quality in the nonattainment area to the level necessary to achieve the standard. Six areas within the state are currently designated non-attainment including St. Louis Ozone, St. Louis PM2.5 (fine particles), Herculaneum and Buick/Virburnum Lead and Jefferson and Jackson Counties SO<sub>2</sub> (Sulfur Dioxide) non-attainment areas. The department is working to attain these federal standards, while maintaining air quality for the rest of the state. In addition, the department is working through the issues related to the new federal standards for fine particulate matter and nitrogen dioxide.

Solid Waste Management, through oversight of solid waste facilities, ensures groundwater remains safe and clean and that land is restored to a community friendly state. To assist in producing these desired outcomes, Solid Waste Management operates a federally authorized regulatory program (40 CFR Part 258, Subpart D) overseeing solid waste facilities and their operations and administers the solid waste management district grant program and scrap tire program.

**Solid Waste Management:**

- Permits, inspects, and provides technical assistance to solid waste facilities (e.g., landfills, transfer stations, and scrap tire facilities) to help ensure they are designed and operated to protect public health, safety, and the environment, and enforces solid waste laws and regulations.
- Consults with the community on solid waste decisions.
- Provides grant funding to solid waste management districts to fund their operations and community-based waste reuse, reduction and recycling projects.
- Reviews, evaluates, and approves district grants and provides training for the solid waste

- district executive board and staff, as needed.
- Monitors progress of grant projects and provides technical assistance to districts or district subgrantees, as needed.
  - Conducts performance audits (via independent contractors) for each of the solid waste districts every three years, subject to the availability of resources, to ensure compliance with laws and regulations.
  - Promotes recycling and alternatives to disposal by developing guidance materials, conducting outreach efforts, and providing technical assistance.
  - Encourages use of scrap tire materials and expansion of end markets for such materials and products.
  - Investigates and pursues the cleanup of illegal dumps.
  - Provides landfill operator certification and recertification training.
  - Develops, maintains and updates a statewide solid waste plan, including data on types of wastes and information on innovative technologies.

The three major functions of Hazardous Waste are:

Hazardous Waste is responsible for ensuring compliance with laws and regulations designed to prevent pollution. Hazardous Waste works with businesses that generate and transport hazardous wastes to ensure safe handling and disposal by issuing identification numbers, certifications and permits to companies that treat, store and dispose of hazardous wastes. Hazardous Waste also oversees the operation of underground storage tank sites.

Hazardous Waste is responsible for ensuring cleanup of contamination that is not caused by nature. Hazardous Waste implements laws that require responsible parties to be accountable for the contamination they cause. They also work with parties seeking to voluntarily clean up contamination. In all cases, the department provides oversight for investigating and remediating contamination to bring these sites back into beneficial reuse for economic benefit and sustainable communities. Where appropriate, Hazardous Waste performs operation and maintenance activities to help assure that remedial actions taken at a site continue to be protective of human health and the environment. Examples are: Brownfields, gas stations, major oil refineries, abandoned lead mine sites, major industrial areas, wood treaters, Superfund sites, drycleaners, federally owned sites and many others.

Because most cleanups leave some residual contamination, Hazardous Waste implements long-term stewardship measures to ensure that cleanup decisions result in safe and productive reuse of properties for future generations. Examples of long-term stewardship tools include: engineered controls to isolate contamination, property controls to limit activities, governmental controls such as zoning or permits, informational devices and regular inspections.

For coal and industrial minerals (barite, tar sands, clay, limestone, sand and gravel, granite, trap rock, etc.), Land Reclamation ensures that all exploration and surface mining operations are conducted in a manner that will not be detrimental to public health or safety, or cause environmental pollution. Land Reclamation issues permits and conducts inspections for all surface mining operations. To obtain a permit from Land Reclamation, mine operators must submit operation and reclamation plans that demonstrate the land will be returned to productive use. Issues such as blasting etc. are often concerns, but there is little remedy in Missouri mining

law. Quarries and coal mines create concern related to blasting and truck traffic, noise, hours of operation, and water runoff. Gravel mines create concern due to the impacts to Missouri streams and farmlands. Many of these concerns can be addressed through public meetings allowing an exchange of information, public hearings, or permit conditions.

The metallic minerals function implements the Metallic Minerals Waste Management Act (lead, iron, zinc, copper, gold and silver), which only regulates the metallic mineral waste disposal areas of the mining operations. Missouri has the largest lead mining district in the United States. The key issue for our state is to ensure that these areas are properly reclaimed. Land Reclamation confers with all other environmental areas to ensure that all appropriate environmental laws are met in the construction and reclamation of these waste disposal areas.

Environmental Services provides sampling, monitoring and analysis for water, air and drinking water efforts, environmental emergency response and management of the Clandestine Drug Lab Collection station program for clean up of controlled substances (primarily wastes associated with methamphetamine production).

The Regional Offices provide interaction with regulated facilities and citizens at the local level. Staff of the Regional Offices conduct environmental inspections, investigate citizen concerns, provide technical assistance, issue some water pollution and open burning permits, and are responsive to inquiries and requests for assistance from multiple sources, including the public, legislators, other department entities, various federal and state agencies, various media outlets, and other DNR staff.

#### MISSOURI STATE PARKS

Missouri State Parks manages the many recreational, cultural, and historical resources of the Missouri state park system. State Parks also administers programs to promote outdoor recreation statewide. These activities are accomplished through grant programs. The mission of Missouri State Parks is to preserve and interpret the state's most outstanding natural features; to preserve and interpret the state's most outstanding cultural landmarks; and to provide compatible recreational opportunities in these areas. The division manages 87 state parks and historical sites plus the Roger Pryor Pioneer Backcountry. These state parks and historic sites are scattered throughout the state, each containing unique and diverse natural and cultural resources. The park system also includes five district offices, and seven support functions.

#### MISSOURI GEOLOGICAL SURVEY

The Missouri Geological Survey's mission is to investigate the state's geology and apply technical knowledge to environmental decisions and geologic hazards; to determine the character and availability of the state's energy and mineral resources that includes oil and gas, coal and industrial, metallic and strategic minerals; and to oversee the proper construction of all wells, including water, exploration, heat pump and monitoring wells.

WATER RESOURCES

Water Resources serves as the state's lead agency dealing with water quantity issues such as interstate water management, statewide water use and planning, water resources monitoring and assessment, drought assessment, and flood coordination. Water Resources also is responsible for the regulation of nonfederal dams through the Dam and Reservoir Safety Program. Staff hydrologists and engineers perform complex analyses to determine the benefits or adverse impact of interstate river operations and resultant water quantity impacts for the state of Missouri. Staff provides analytical support on legal challenges and is involved in negotiations with other states on water quantity issues.

SOIL AND WATER

Soil and Water Conservation implements the policies of the Soil and Water Districts Commission. Services are provided through Soil and Water Conservation and the 114 local county soil and water districts throughout the State of Missouri. Soil and Water Conservation administers voluntary financial and technical assistance programs developed by the Soil and Water Districts Commission and funded by the Parks, Soils and Water Sales Tax to conserve Missouri's soil and water resources for agricultural production. The Soil and Water Conservation staff assists the soil and water conservation districts throughout the state in the reduction of agricultural erosion and nonpoint source runoff.

ENVIRONMENTAL IMPROVEMENT AND ENERGY RESOURCES AUTHORITY

The Environmental Improvement and Energy Resources Authority (EIERA), under Chapter 260, RSMo is an independent, self-supporting, quasi-governmental agency assigned to the Missouri Department of Natural Resources.

Due to the special independent status as "a body corporate and politic," the authority is able to issue tax-exempt bonds and utilize fees charged for issuance of its bonds and notes. The authority is empowered to conduct environmental and energy research and development activities, develop alternative methods of financing environmental and energy projects, and assist Missouri communities, organizations, and businesses in obtaining low-cost funds and other financial assistance for projects related to the authority purpose.

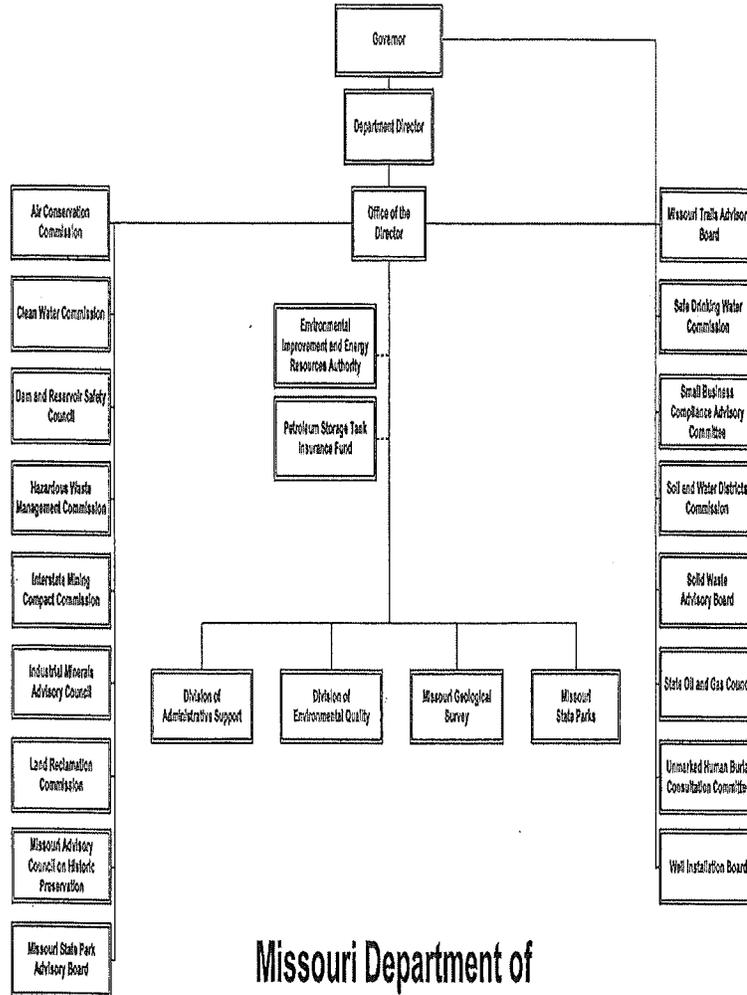
PETROLEUM STORAGE TANK INSURANCE FUND

The Petroleum Storage Tank Insurance Fund authorized by RSMo 319.129-319.133 and 319.138 provides a means for underground tank owners to maintain a financial responsibility mechanism to pay for costs to clean up the environment and damages to third parties which result from leaks and spills. The fund is also required to pay for clean up of old tank sites meeting certain criteria.

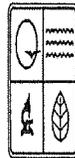
## Assigned Boards and Commissions:

- Air Conservation Commission
- Clean Water Commission
- Dam and Reservoir Safety Council
- Environmental Improvement and Energy Resources Authority
- Hazardous Waste Management Commission
- Interstate Mining Compact Commission

- Industrial Minerals Advisory Council
- Land Reclamation Commission
- Missouri Advisory Council on Historic Preservation
- Missouri State Park Advisory Board
- Missouri Trails Advisory Board
- Petroleum Storage Tank Insurance Fund
- Safe Drinking Water Commission
- Small Business Compliance Advisory Committee
- Soil and Water Districts Commission
- Solid Waste Advisory Board
- State Oil and Gas Council
- Unmarked Human Burial Consultation Committee
- Well Installation Board



**Missouri Department of  
Natural Resources**



10/30/2013

DEPARTMENT OF NATURAL RESOURCES  
EXECUTIVE PAY PLAN

11/20/2013

	Exec Level	FY14 * Salary Range	
		Min	Max
Director	I	\$85,628	\$124,472
Deputy Director	II	\$78,512	\$113,924
Director, Division of Environmental Quality	III	\$72,044	\$104,360
Director, Missouri State Parks	III	\$72,044	\$104,360
Director, Division of Administrative Support	IV	\$67,484	\$95,540
Director, Missouri Geological Survey	IV	\$67,484	\$95,540
Staff Director, Air Quality Control Commission	IV	\$67,484	\$95,540
Staff Director, Water Pollution Control Commission	IV	\$67,484	\$95,540
Staff Director, Hazardous Waste Commission	IV	\$67,484	\$95,540
Staff Director, Land Reclamation Commission	V	\$54,860	\$76,784
Staff Director, Solid Waste Mgt District Exeo Board	V	\$54,860	\$76,784
Staff Director, Soil & Water District Commission	V	\$54,860	\$76,784
Principal Assistant Board/Commission, Public Drinking Water	V	\$54,860	\$76,784

\* FY2014 salary adjustments are effective January 1, 2014.



GOVERNOR OF MISSOURI  
JEFFERSON CITY  
65102

JEREMIAH W. LAYTON  
GOVERNOR

RECEIVED & FILED

DEC 20 2013

SECRETARY OF STATE  
COMMISSIONS DIVISION  
P.O. Box 780  
(570) 751-3222

December 20, 2013

The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Public Safety dated November 5, 2013, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]

APPROVED:

GOVERNOR

12-20-2013

DATE

ATTEST:

SECRETARY OF STATE



www.governor.mo.gov

JEREMIAH W. (JAY) NIXON  
Governor

JERRY LEE  
Director



Truman Building, Room 870  
Mailing Address: P.O. Box 749  
Jefferson City, MO 65102-0749  
Telephone: 573-751-4905  
FAX: 573-751-5399  
Internet Address:  
<http://www.dps.mo.gov>

STATE OF MISSOURI  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR

November 5, 2013

Doug Nelson  
Commissioner of Administration  
State Capitol Building, Room 125  
P.O. Box 809  
Jefferson City, MO 65102

Dear Commissioner Nelson:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval the attached revised organizational plan for the Department of Public Safety, along with the revised organizational chart and the salary schedule for the administrators of the Department and its divisions.

The plan has been updated to reflect the following changes:

Executive Order 13-01 transferred all the emergency response, planning, and preparedness responsibilities within the Center for Emergency Response and Terrorism from the Department of Health and Senior Services to the Department of Public Safety, State Emergency Management Agency (SEMA).

If you have any questions pertaining to the attached information or if additional information is needed, do not hesitate to contact me at (573) 751-5432.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry Lee", is placed above the printed name and title.

Jerry Lee  
Director

MISSOURI DEPARTMENT OF PUBLIC SAFETY  
DEPARTMENTAL PLAN

NOVEMBER 2013

**MISSION**

Established in 1974, the Department of Public Safety is responsible for coordinating statewide law enforcement and criminal justice efforts for the purpose of ensuring a safe environment for Missouri citizens. The Department's statutory mission (Section 650.005, RSMo) is "to provide overall coordination in the state's public safety and law enforcement program, to provide channels of coordination with local and federal agencies in regard to public safety, law enforcement and with all correctional and judicial agencies in regard to matters pertaining to its responsibilities as they may interrelate with the other agencies or offices of state, local, or federal governments".

**INTERNAL ORGANIZATION**

The Director of Public Safety is appointed to this cabinet-level position by the Governor with the advice and consent of the Senate. The director is responsible for developing public safety programs, peace officer training and certification, and providing legislative guidance on criminal justice issues. Additionally, the director is responsible for overseeing distribution of state and federal funds in contracts for narcotics control, victim's assistance, crime prevention, and juvenile justice.

The Director of Public Safety is the Homeland Security Advisor to the Governor and is responsible for all homeland security initiatives and grants, which includes overseeing disbursement procedures. The director is the liaison between the Federal Homeland Security Department and state and local agencies.

There are eight divisions and the Office of the Director.

**Office of the Director**

As the department's central management unit, the Director's Office coordinates departmental budget, personnel, legislative matters and related financial and administrative activities. The Deputy Director assists the Director with department administration and acts on his behalf in the Director's absence. Other Director's Office personnel include: the General Counsel, who advises the Director and assists the divisions with legal and legislative matters; the Director of Administration, who works with fiscal, program, and legislative issues; the Director of Communications, who coordinates public information releases with all divisions and the Director's Office; the Homeland Security Coordinator, who interacts with federal, state, and local agencies to implement homeland security initiatives; and the Chief Interoperability Officer, who is

responsible for developing and overseeing the state's interoperable communications strategy.

The Director's Office is also responsible for the administration of specific programs conferred upon it by the Legislature or Governor. These programs are:

\*Administration of the Office for Victims of Crime, which assists victim advocates and public agencies with policies and resources to enhance and expand victims' rights and services in Missouri; informs the public, professionals, and policy makers about crime victim's issues; educates, trains and provides technical assistance to professionals assisting victims of crime; and provides training on Missouri Victim Automated Notification System (MoVANS).

\*Administration of the Crime Victims' Compensation Fund, a statutorily-created fund that provides reimbursement to victims for out-of-pocket medical expenses incurred as a result of a crime.

\*Administration of federal Juvenile Justice and Delinquency Prevention Act (JJDP) funds, Delinquency and Youth Violence Prevention (Title V) funds, and Juvenile Accountability Incentive Block grant (JAIBG) funds from the U.S Department of Justice for projects to improve the juvenile justice in Missouri and provide staff support for the state Juvenile Justice Advisory Group (JJAG).

\*Administration of federal Justice Assistance Grant (JAG) funds from the U.S. Department of Justice for projects to assist local law enforcement agencies in crime and violence control, in addition to the state funding for multi-jurisdictional task forces.

\*Administration of the Paul Coverdell National Forensic Sciences Improvement Act (NFSIA) grant funds from the United States National Institute of Justice to fund crime laboratories and medical examiner's offices.

\*Administration of federal Victim's of Crime Act (VOCA); federal STOP Violence Against Women Act (VAWA); and State Services to Victims Fund (SSVF); which provide funds to local service providers, law enforcement agencies, prosecutors, and other public and private nonprofit agencies to assist crime victims in Missouri.

\*Administration of the Peace Officer Standards and Training (POST) Program which deals with the certification of peace officers who have received training specified by Chapter 590 RSMo and provide staff support for the Peace Officer Standards and Training (POST) Commission.

\*Administration of the Missouri Crime Prevention Information Center as specified in Section 589.300 to 589.310, RSMo.

\*Administration of the Law Enforcement Equipment Program (LEEP) as provided through appropriations.

\*Administration of excess military surplus property distributed to state and local law enforcement agencies to be used in counter-narcotics operations through the U.S. Department of Defense (DOD) Logistical Support Program.

\*Administration of the Missouri Crime Laboratory Upgrade Program, which includes the disbursement of state funds to aid in the operation of state crime labs as specified in Chapter 595 RSMo, subject to appropriations.

\*Administration of the State Cyber Crime Grant Program, which provides funding to law enforcement agencies and cyber crime task forces for training and salaries of detectives and computer forensic personnel whose focus is investigating internet sex crimes against children

#### State Highway Patrol

The State Highway Patrol is headed by a Superintendent appointed by the Governor with the advice and consent of the Senate. The Superintendent is directly responsible to the Director of Public Safety. The Patrol is responsible not only for law enforcement on the state's highways and waterways, but also motor vehicle and commercial vehicle inspections as well as vessels, driver's license examinations, criminal investigations, criminal laboratory analysis and research, Governor's security, and public education on safety issues.

Additional information regarding the authority, functions and responsibilities of the Highway Patrol may be found in Chapter 43, RSMo, Chapter 306, RSMo, and others.

#### Division of Fire Safety

The Division of Fire Safety is headed by the State Fire Marshal who is appointed by the Governor with the advice and consent of the Senate. The Fire Marshal is directly responsible to the Director of Public Safety. The Division is charged with the oversight and enforcement of various programs to maintain the safety and well-being of the general public. Responsibilities include providing fire safety standards and inspections for specific state-licensed or certified care facilities; providing fire origin and cause investigative assistance to local authorities relating to suspicious fires and explosions as provided by law; regulating the use and sales of fireworks and licensing qualified fireworks operators (shooters); training and certification of fire fighters and emergency response personnel; regulating the sale of reduced ignition propensity cigarettes in the State of Missouri; and coordinating requests for statewide mutual aid (all as specified in Chapter 320, RSMo); regulating the licensing of blasters and persons using explosives (Chapter 319, RSMo); inspecting and licensing of nonexempt boilers and pressure vessels (Chapter 650, RSMo); inspecting and issuance of operating permits for elevator-related equipment (Chapter 701, RSMo); inspecting and issuance of operating permits for amusement rides operating in the State of Missouri (Chapter 316, RSMo); and enforcing

the provisions of Ethan's Law (Section 316.250 RSMo) regulating for-profit swimming pools.

#### Capitol Police

The Capitol Police is headed by a Police Chief selected by, and directly responsible to, the Director of Public Safety. This agency is responsible for maintaining the security and traffic control for designated state-owned buildings and the grounds thereof at the seat of government and such buildings and grounds within the county that contains the seat of government.

Additional information regarding the authority, functions, and responsibilities of the Capitol Police may be found in Chapter 8, RSMo.

#### Division of Alcohol and Tobacco Control

The Division of Alcohol and Tobacco Control is headed by a Supervisor nominated by the Department of Public Safety and appointed by the Governor with the advice and consent of the Senate. The Supervisor is directly responsible to the Director of Public Safety. The division has responsibilities for enforcement of liquor control laws, issuance of state liquor licenses, collection of excise taxes and license fees, and educational programs for the alcohol beverage industry and the general public, as specified in Chapter 311 RSMo and rules and regulations promulgated by the Supervisor. The division is also responsible for the enforcement of the tobacco laws as specified in Sections 407.924 to 407.934.

#### Adjutant General

The Adjutant General and the state militia are assigned to the Department of Public Safety. The Adjutant General is appointed by the Governor with the advice and consent of the Senate. As provided for under the National Defense Act, the Adjutant General is the head of the Missouri National Guard, both Army and Air, which have a dual missions. The state mission is to provide military organizations trained and equipped to function when necessary in the protection of lives and property, and in the preservation of peace, order, and the public safety when ordered to state emergency duty by the Governor. As reserve components of the Army and Air Force of the United States, the federal mission is to provide trained and qualified individuals available for federal service in time of war or national emergency, or at such other times as the national security may require augmentation of the United States Armed Forces.

The Adjutant General's Office, under Section 41.170 of the Revised Statutes of Missouri is charged with compiling, maintaining, preserving and safekeeping of individual military

service records for all Missourians who have served in the armed forces of the state and nation.

The Office of Air Search and Rescue is created within the Office of Adjutant General under Section 41.960 of the Revised Statutes of Missouri. The duly appointed commanding officer of the Civil Air Patrol, Missouri Wing, shall be ex officio head of the office. This office may cooperate or contract with any department or agency of the state of Missouri, United States government, or with any public or private hospital, for the purposes of providing communications, rescue work, mercy missions, aerial observations, or other functions within the scope of the activity of the air search and rescue.

Duties of the Adjutant General are as specified in Chapter 41, RSMo.

#### State Emergency Management Agency

The State Emergency Management Agency (SEMA) is headed by a Director that is appointed by and responsible to the Director of Public Safety. The agency is responsible for coordinating all federal assistance that may be made available to the state by Federal Emergency Management Agency (FEMA). SEMA is responsible for a statewide emergency operations plan that directs the actions of state level departments and agencies in the event of an emergency situation requiring action by the state of Missouri, including the operation of the State Emergency Operations Center from which all activity is organized. The agency also coordinates the planning necessary to respond to potential incidents at nuclear power stations.

The agency provides technical, clerical, and fiscal support to the Missouri Seismic Safety Commission and the Missouri Emergency Response Commission. SEMA is the coordinating entity for floodplain management programs throughout the state. The agency coordinates preparedness relating to terrorism, natural disasters and pandemics with local public health departments and emergency response agencies.

SEMA is organized into the areas of Preparedness, Response and Recovery/Finance.

Additional information regarding the authority, functions, and responsibilities of this agency may be found in Chapter 44, RSMo.

#### Veterans Commission

The commission shall be composed of nine members. Two members shall be from the senate and two members shall be members of the house of representatives. Five members shall be veterans appointed by the governor, with the advice and consent of the senate. In addition, the chair of the Missouri military preparedness and enhancement commission or the chair's designee shall be an ex officio member of the commission.

The Commission appoints an Executive Director who implements Commission policies and is responsible for statewide management of Veterans programs. Three major programs comprise the Commission's efforts on behalf of Missouri Veterans. It provides assistance to Veterans, their dependents, or survivors, through a statewide network of Veterans' services regarding federal or state benefits earned by virtue of honorable service in the military forces of the United States.

The Commission operates Missouri Veterans Homes in St. James, Mt. Vernon, Mexico, Cape Girardeau, St. Louis, Cameron, and Warrensburg, which provide skilled nursing home care for Missouri Veterans who are unable to support or adequately care for themselves. In addition, the Commission was given authority in 1996 to establish a state Veterans cemetery system. The State Veterans' Cemeteries are located in Higginsville, Springfield, Jacksonville, Bloomfield and Fort Leonard Wood.

The Veterans Service Office Grant Program is currently assisting seven Veterans Service Organizations in operation of programs aiding Missouri's Veterans.

Additional information regarding the authority, functions and responsibilities of this Commission may be found in Chapter 42, RSMo.

#### Gaming Commission

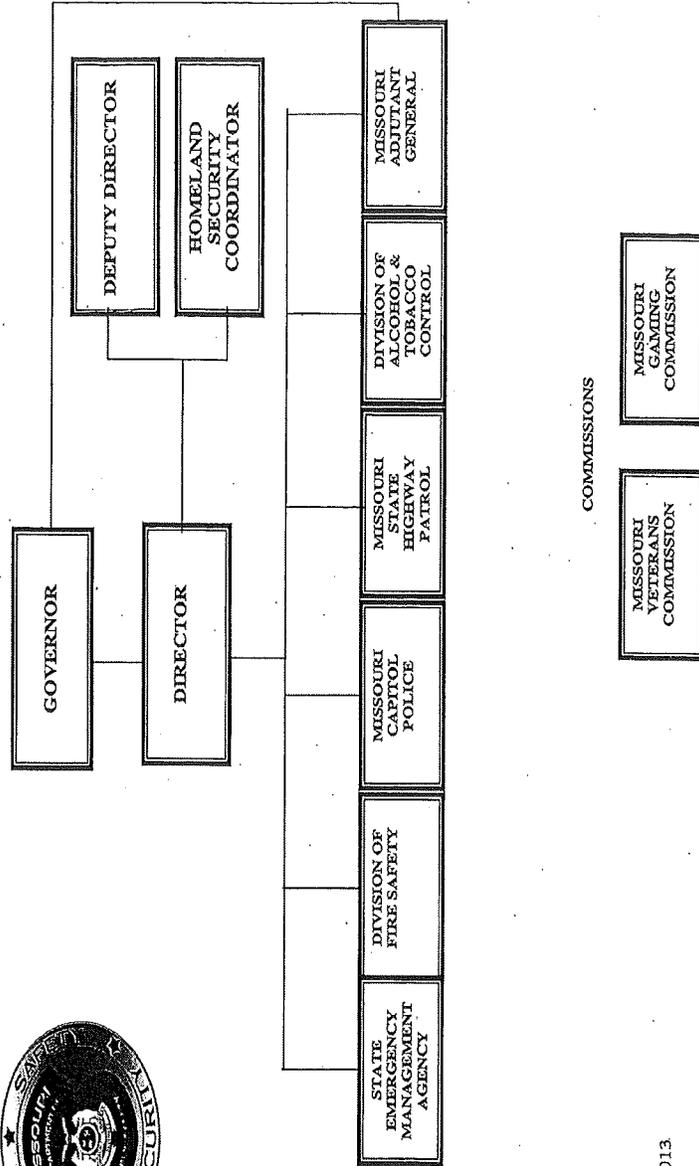
The Gaming Commission is composed of five members who are appointed by the Governor, with the advice and consent of the Senate. The Commission in turn appoints an Executive Director who implements Commission policies and is responsible for the licensing and regulation of excursion gambling boats and the lawful operation of the game of bingo. Within the Commission are the Division of Gaming and the Division of Bingo. In 1995, the legislature delegated the authority for regulating horse racing. However, to date no one has requested a license.

Additional information regarding the authority, functions and responsibilities of this Commission may be found in Chapter 313, RSMo.

Department of Public Safety  
Boards/Commissions Assigned

Criminal Records & Justice Information Advisory Cmte.	Section 43.518 RSMo
Amber Alert Systems Oversight Committee	Section 210.1014 RSMo
Missouri Medal of Valor Review Board	Section 650.457 RSMo
Elevator Safety Board	Section 701.353.1 RSMo
Cyber Crime Investigation Fund Panel	Section 650.120.3 RSMo
Wireless Service Provider Enhanced 911 Advisory Board	Section 190.410 RSMo
Missouri Emergency Response Commission	Section 292.602 RSMo
Crime Laboratory Review Commission	Section 650.059 RSMo
MO Homeland Security Advisory Council	Executive Order 06-09 & 05-20
Statewide Interoperability Executive Committee	Executive Order 06-23
Missouri Law Enforcement Memorial Foundation	Non-for-Profit Corp.
Missouri Gaming Commission	Section 315.805 RSMo
Missouri Horse Racing Commission	Section 313.510 RSMo
Missouri Veterans Commission	Section 042.007 RSMo
Amusement Ride Safety	Section 316.200 RSMo
Elevator Safety Board	Section 701.350 RSMo
Fire Safety Education/Advisory Commission	Section 320.200 RSMo
Board of Boiler and Pressure Vessel Rules	Section 650.200 RSMo
State Blasting Safety Board	Section 319.300 RSMo
Seismic Safety Commission	Section 044.227 RSMo
Missouri Military Council	Section 041.220 RSMo
Juvenile Justice Advisory Group	Authorized 42 U.S.C. 5633(a)
Missouri Military Preparedness Enhancement Commission	Section 041.101 RSMo

# MISSOURI DEPARTMENT OF PUBLIC SAFETY



November, 2013

JEREMIAH W. (JAY) NIXON  
Governor



JERRY LEE  
Director

Truman Building, Room 870  
Mailing Address: P.O. Box 749  
Jefferson City, MO 65102-0749  
Telephone: 573-751-4905  
FAX: 573-751-5399  
Internet Address:  
<http://www.dps.mo.gov>

STATE OF MISSOURI  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR

Department of Public Safety		FY 2014 Salary Range**	
Exec Level		Low	High
I	Department Director	\$85,628	\$124,472
	Deputy Department Director*		\$110,004
	Superintendent, Missouri State Highway Patrol*		\$107,184
III	Executive Director, Missouri Veterans Commission	\$72,044	\$104,360
II	Executive Director, Missouri Gaming Commission	\$78,512	\$113,924
IV	Fire Marshal, Missouri Division of Fire Safety	\$67,484	\$95,540
	Chief, Missouri Capitol Police*		\$62,292
IV	State Supervisor, Missouri Division of Alcohol & Tobacco Control	\$67,484	\$95,540
III	Adjutant General, Office of the Adjutant General, Missouri National Guard	\$72,044	\$104,360
IV	Director, State Emergency Management Agency	\$67,484	\$95,540

\*NOTE -- figures provided for these positions are actual salaries as of October 1, 2013  
\*\* - FY 2014 salary adjustments are effective January 1, 2014

APPENDIX C — DEPARTMENTAL PLANS



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DEC 20 2013

SECRETARY OF STATE  
COMMISSIONS DIVISION

GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAH W. GAY NIXON  
GOVERNOR

P.O. Box 780  
(670) 761-3222

December 20, 2013

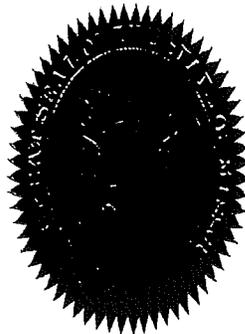
The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Revenue dated  
October 30, 2013, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State  
Reorganization Act of 1974.

Attachment

{SEAL}



APPROVED:  
  
GOVERNOR

12-20-2013  
DATE

ATTEST:  
  
SECRETARY OF STATE

JEREMIAH W. (JAY) NIXON  
GOVERNOR



JOHN R. MOLLENKAMP  
ACTING DIRECTOR OF REVENUE

MISSOURI DEPARTMENT OF REVENUE  
POST OFFICE BOX 311  
JEFFERSON CITY, MISSOURI 65105-0311  
PHONE: (673) 751-4450  
FAX: (673) 751-7150  
WEBSITE: [www.dor.mo.gov](http://www.dor.mo.gov)  
E-MAIL: [dormall@dor.mo.gov](mailto:dormall@dor.mo.gov)

October 30, 2013

Mr. Doug E. Nelson, Commissioner  
Office of Administration  
State Capitol Building, Room 125  
Jefferson City, MO 65101

Dear Mr. Nelson:

In compliance with the Omnibus State Reorganization Act of 1974, Section 1.6(2), I submit the Missouri Department of Revenue's reorganization plan for Governor Nixon's approval.

The Missouri Department of Revenue serves as the central collection agency for all state and non-state revenues. In addition to collecting taxes, the Department titles and registers vehicles, and license drivers.

Executive Order 13-02 signed by Governor Nixon transfers some functions of Tax Credit reporting from the Department of Economic Development to the Department of Revenue. The narrative description has been updated to include the functions transferred to the Department. These transfers did not change our existing organizational structure.

If you have any questions or need additional information, please contact me at 751-5671.

Sincerely,  
  
John R. Mollenkamp

JRM/LB/ja

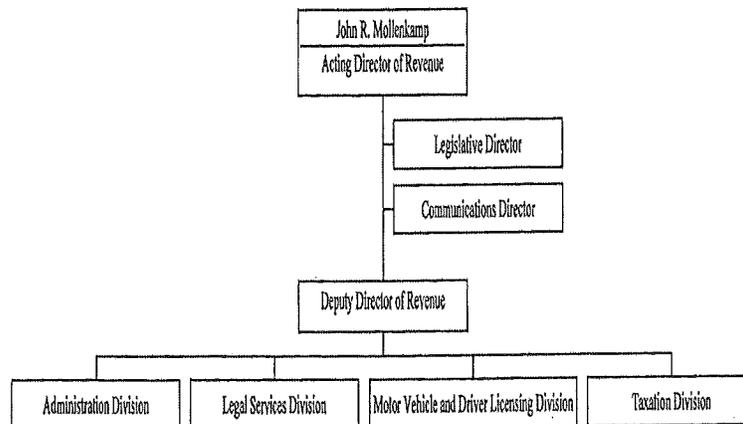
Enclosures

**Narrative Description of Missouri Department of Revenue  
Organizational Structure**

The Missouri Department of Revenue was created under the 1945 Missouri Constitution to serve as the central collection agency for all state and non-state revenues. Presently, the primary duties of the Department are to collect state and local taxes, title and register motor vehicles, and license drivers. The Department consists of four divisions – Taxation, Motor Vehicle and Driver Licensing, Legal Services, and Administration.

- **Taxation.** This division administers Missouri's tax laws and collects revenue due the state and local taxing jurisdictions. It also conducts field audits of businesses required to pay taxes to the state of Missouri.
- **Motor Vehicle and Driver Licensing.** This division administers Missouri laws relating to the licensing of drivers, and the titling and registration of motor vehicles, all-terrain vehicles, trailers, manufactured homes, and marine-craft. It also directs the operations of the contract license offices throughout the state and awards offices through a competitive bid process.
- **Legal Services.** This division represents the Department in court proceedings involving state taxation and transportation laws. It also investigates complaints, performs internal, license office, and tax credit audits, and develops information leading to the prosecution of individuals or businesses violating state statutes.
- **Administration.** This division provides service and administrative support to the Department in the areas of personnel, accounting, procurement, mail processing, record storage, form development, and training. The Administration Division also performs reporting functions for various tax credit programs.
- **Assigned Commissions (Type III agencies)**
  - State Lottery Commission
  - State Tax Commission

Missouri Department of Revenue



Department of Revenue  
October 30, 2013

MISSOURI DEPARTMENT OF REVENUE  
EXECUTIVE PAY PLAN

Title	Executive Level	Salary Range**	
		Minimum	Maximum
Department Director	I	\$85,628	\$124,472
Deputy Director	II	\$78,512	\$113,924
Taxation Division Director	III	\$72,044	\$104,360
Motor Vehicle and Driver Licensing Division Director	IV	\$67,484	\$95,540
Legal Services Division Director	IV	\$67,484	\$95,540
Administration Division Director	IV	\$67,484	\$95,540
Executive Director, State Lottery Commission	II	\$78,512	\$113,924
State Tax Commissioners*			\$105,070

\*Note - These positions are not part of the Executive Pay Plan; amount listed is actual salary as of July 1, 2013.

\*\*Note - FY2014 salary adjustments are effective January 1, 2014.



GOVERNOR OF MISSOURI  
JEFFERSON CITY  
65102

JEREMIAH W. LIAVINIXON  
GOVERNOR

RECEIVED & FILED

DEC 20 2013

SECRETARY OF STATE  
COMMISSIONS DIVISION

P.O. Box 720  
6701 761-3222

December 20, 2013

The Honorable Jason Kander  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Social Services dated December 2, 2013, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*[Signature]*  
GOVERNOR

12-20-2013  
DATE

ATTEST:

*[Signature]*  
SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)



JEREMIAH W. (JAY) NIXON, GOVERNOR • BRIAN KINKADE, ACTING DIRECTOR

P.O. BOX 1527 • BROADWAY STATE OFFICE BUILDING • JEFFERSON CITY, MO 65102-1527  
WWW.DSS.MO.GOV • 573-751-4815 • 573-751-3203 FAX

December 2, 2013

Douglas E. Nelson, Commissioner of Administration  
State Capitol, Room 125  
Jefferson City, Missouri 65102

Dear Commissioner Nelson:

In accordance with the Reorganization Act of 1974, I respectfully submit for approval the attached revised departmental plan for the Department of Social Services (DSS).

Please find attached an updated department plan narrative document, including a listing of the boards and commissions assigned to the department; an updated salary schedule; and an organization chart.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Kinkade", written over a horizontal line.

Brian Kinkade  
Acting Department Director

Attachments

BK/km

C: Lori Strong-Goeke

RELAY MISSOURI  
FOR HEARING AND SPEECH IMPAIRED  
1-800-735-2466 VOICE • 1-800-735-2966 TEXT PHONE

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**DEPARTMENT OF SOCIAL SERVICES**

The Missouri Department of Social Services is charged with the following broad responsibilities by the Missouri Constitution and state statute. In founding the Missouri Department of Social Services, Article IV, Section 37 of the Missouri Constitution states, the health and general welfare of the people are matters of primary public concern; and to secure them there shall be established a department of social services . . .

State statute charges the department to provide appropriate public welfare services to promote, safeguard and protect the social well-being and general welfare of children and to help maintain and strengthen family life, and to provide such public welfare services to aid needy persons who can be so helped to become self-supporting or capable of self-care.

The Department of Social Services has four program divisions (Children's Division, Family Support Division, MO HealthNet Division and the Division of Youth Services); and two support divisions (Division of Finance and Administrative Services and Division of Legal Services) that provide administrative and support services to the entire organization.

The department partners with government at all levels, faith communities, service delivery communities, private organizations, businesses and individuals to carry out its mission of delivering services to Missourians.

**OFFICE OF DIRECTOR**

The Director of the Department of Social Services is responsible for the overall administration of programs within the department. In this leadership role, the director coordinates and monitors division's operational plans and major policy initiatives; identifies emerging issues and formulates the department's response; ensures appropriate and effective use of public funds; creates public/private partnerships to address issues facing children and families and is Missouri's voice in national human services forums. Duties/Offices assigned to the director's office include:

- The Missouri Office of Health Information Technology (MO-HITECH)
- The Missouri Medicaid Audit and Compliance Unit (MMAC)
- The State Technical Assistance Team (STAT)
- The Human Resource Center (HRC)

**DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES (DFAS)**

DFAS provides budgeting, financial and support services to all divisions within the department. Responsibilities include: budget management and oversight; fiscal note preparation; compliance and quality control; contract management and procurement; grants and cash management; accounts payable and receivable; payroll; data collecting, research analysis, coordination and reporting; emergency management; fleet vehicle management; office coordination and safety; voice telecommunications; supplies/warehouse and inventory management; incoming and outgoing mail services for St. Louis City and County; and additional support services through four regional offices located in Jefferson City, Kansas City, St. Louis and Springfield.

**DIVISION OF LEGAL SERVICES (DLS)**

DLS provides comprehensive legal support to all programs and divisions within the department and represents the department, its divisions and the state. DLS is organized into three major sections: Litigation, Administrative Hearings and Investigations. The Litigation Section provides legal advice to all divisions within the department in all aspects of their operations. The Administrative Hearings Section is comprised of hearing officers who conduct hearings related to child support enforcement and public benefits under Chapter 208, 210, 454, 536 and 660, RSMo. The Administrative Hearings Section also provides hearings to thousands of public assistance applicants and recipients as mandated by federal law. The Investigation Section is divided into three units: Welfare Investigations Unit, Claims and Restitution Unit and Special Assignment Unit.

**CHILDREN'S DIVISION (CD)**

Child welfare services are provided under federal and state laws to help each eligible child and family function at their maximum potential, both personally and socially. The Division has a legal mandate to provide services in three primary areas – child abuse and neglect investigations and family assessments; treatment and placement services to children and families; and provision of child care. Services provided to children and families may be provided directly by CD staff or through contractors. The division is responsible for:

- Child Abuse and Neglect Investigations and Assessments
- Family-Centered Services
- Intensive In-home Services
- Alternative Care Services
- Adoption and Guardianship Subsidy and Services
- Licensing Program
- Early Childhood and Prevention Services

**FAMILY SUPPORT DIVISION (FSD)**

FSD administers three programs: Income Maintenance (IM), Child Support and Rehabilitation Services for the Blind (RSB). The primary function of IM is to determine an individual's eligibility for a variety of financial assistance categories such as Temporary Assistance (TA), Food Stamps, Child Care, Blind Pension, Supplemental Aid to the Blind, Medical Assistance, and Nursing Care benefits. The responsibilities of Child Support include locating parents, establishing paternity, establishing child and medical support orders, monitoring and enforcing compliance with child and medical support orders, reviewing and initiating modification of support orders and distributing support collections. The purpose of Rehabilitative Services for the Blind (RSB) is to create opportunities for eligible blind and visually impaired persons in order that they may attain personal and vocational success. Services are provided on the premise that with adequate preparation and reasonable accommodation, each blind or visually impaired person will be able to achieve his or her maximum potential in the home and community, in educational settings, and in employment. The Division is responsible for:

- Income Maintenance Programs
- Food Stamp and Food Distribution Programs
- Temporary Assistance
- Adult Supplementation
- MO HealthNet Assistance Program
- Low Income Home Energy Assistance Program
- Supplemental Aid to the Blind and Blind Pension
- Supplemental Nursing Care Program
- Community Services Block Grant Program
- Emergency Solutions Grant Program
- Refugee Resettlement Program
- Family Nutrition Program
- Blind and Visually Impaired Services – vocational rehabilitation, prevention of blindness, independent living rehabilitation, older blind services, children services, and business enterprise
- Child Support Program

**MO HEALTHNET DIVISION**

The MO HealthNet Division (Missouri's State Medicaid Agency) administers publically financed health care programs for low-income Missourians. The division's goal is to increase access to quality health care services while containing costs. Health care benefits provided to eligible participants include those required by the federal government such as hospital and physician services and other services authorized by the Missouri General Assembly and those identified in Chapter 208, such as pharmaceutical and personal care services. The division is responsible for:

- The Managed Care Program
- Coordination of Health Homes
- Health Care Benefits - to certain uninsured, low-income children through CHIP (Title XXI)
- The Missouri Rx (MoRX) Pharmacy Assistance Program
- Specialized Services - for specific populations within the state through waiver authority from the federal government

**DIVISION OF YOUTH SERVICES (DYS)**

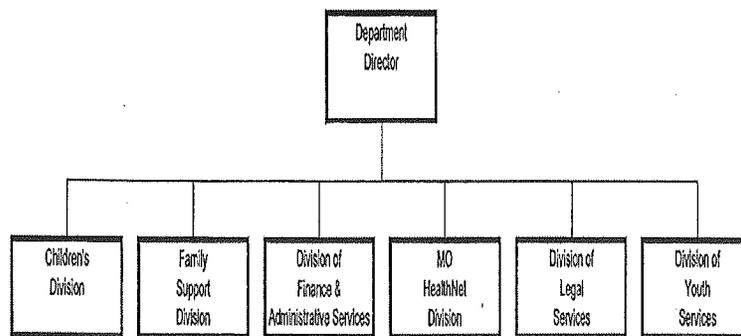
The vision of Division of Youth Services is every young person served by DYS will become a productive citizen and lead a fulfilling life. Youth judged to be delinquent and in need of rehabilitation and education are committed to DYS by the state's juvenile (circuit) courts until prepared for return to the community under supervision or discharge. DYS embraces a balanced approach that relies on community partnerships for the development and enhancement of services for the prevention of delinquency. Chapter 219, RSMo outlines the Division's responsibility to include prevention of delinquency, incentive subsidy to juvenile courts, consultative and information services to non-DYS agencies upon request, and technical assistance to local communities. A Statewide DYS Advisory Board reviews the activities of the Division, visits facilities as necessary, and files periodic reports with the department director. In addition, DYS residential facilities maintain Community Liaison Councils that engage the local communities in activities of the Division. Components of the DYS system include:

- Case Management
- Non-residential Care
- Residential Care

Department of Social Services  
List of Boards and Commissions Assigned  
As of November 1, 2013

- Child Abuse and Neglect Review Boards (5 Boards)
- Child Fatality Review Panel
- Coordinating Board for Early Childhood
- Task Force on Children's Justice
- Missouri State Foster Care and Adoption Board
- State Youth Advisory Board
- Foster Care and Adoptive Parents Recruitment and Retention Fund Board
- Division of Youth Services Advisory Board
- Drug Prior Authorization Committee
- Drug Utilization Review Board
- Medicaid Non-Pharmaceutical Mental Health Services Committee
- MO HealthNet Oversight Committee
- Professional Services Payment Committee
- State Rehabilitation Advisory Council for the Blind

DEPARTMENT OF SOCIAL SERVICES  
Organizational Structure



DEPARTMENT OF SOCIAL SERVICES  
Salary Schedule

Exec Level	Title	FY14 Exec	
		Salary Range Min (Annual)*	Salary Range Max (Annual)*
I	Department Director, Department of Social Services	\$85,628	\$124,472
II	Deputy Director, Department of Social Services	\$78,512	\$113,924
III	Division Director, MO HealthNet Division**		\$203,000
III	Division Director, Division of Family Support	\$72,044	\$104,360
III	Division Director, Division of Legal Services	\$72,044	\$104,360
III	Division Director, Division of Youth Services	\$72,044	\$104,360
III	Division Director, Children's Division	\$72,044	\$104,360
IV	Division Director, Division of Finance and Administrative Services	\$67,484	\$95,540

\*FY 2014 salary adjustments are effective January 1, 2014

\*\*Actual salary. Approval to except the maximum of the Executive Pay Plan pay range for the Director of the MO HealthNet Division was approved by the Personnel Advisory Board and the Commissioner of Administration in February 2008.